

Regular Meeting Minutes

West Mayfield Borough

January 9th, 2025

4609 W 8th Ave, Beaver Falls PA 15010

President Bob Tate called the meeting to order at 6pm followed by the pledge of allegiance. Roll call:

Mayor: Licia Cogley Secretary/Treasurer: Jenna White Council

President: Robert Tate Solicitor: Joe Buldiak

Vice President: Bill Heaton Absent: Ryan Soisson (excused) Council

members: Janet Helbig

Jeffery Seybert

Jacob Tate

Jason Heaton

Jake Tate moved to have the November meeting minutes approved due to further changes needing to be made and was seconded by Jason Heaton. The motion was approved without objection. Janet Helbig moved to have the December meeting minutes approved and was seconded by Jason Heaton. The motion was approved without objection. Jake Tate added needing estimates for the vandalism that occurred at the park. Bill Heaton added that we need to discuss the cell phone tower and added that we needed to add an executive session at the end of the meeting regarding a personnel matter. Licia Cogley added an announcement. Licia Cogley also added to discuss about the fire department sign that was brought up at Decembers meeting, there was no further updates regarding this because the fire departments meeting had not happened yet. Bill Heaton made a motion to approve the agenda, and it was seconded by Janet Helbig. The motion was approved without objection.

President Bob Tate then asked secretary/treasurer Jenna White to read the officers reports.

Correspondence

Licia Cogley received two emails. One email received was from Eric Brewer, the director of Beaver County emergency services, regarding the copy of the agreement signed with BFFD wanting to know if they were still to call for mutual aid. Licia

responded and said we'd send a letter if needed but he said no the agreement was enough. The second email was from

Garin Fidelus, the solicitor of Beaver County, regarding if the WMFD is still in existence and if he needed to hear from the municipality or the solicitor. Licia passed along the information to Eric Brewer. Both parties had heard on social media that the fire department or going to sustain themselves. They also were curious about the insurance on the fire department. Licia had no answers regarding the insurance. Solicitor Joe Budicak agrees that Licia has done everything she's needed to so far. Licia Cogley put on record that the WMFD does not contact her regarding anything with insurance or updates on the fire department's status in general. Joe Budicak questioned if the WMFD was going to continue offering mutual aid and Bill Heaton stated as far as he knew they planned to just run REHAB on calls, and he also stated to WMFD that no insurance nor expenses would be covered by West Mayfield. Bill also double checked that the insurance on the fire department's vehicles was dropped as of January 1st. Also, to his knowledge there was insurance on the building until June of 2025 for them to continue doing rentals through that time.

Jake Tate received an email from someone interested in purchasing property in West Mayfield and building a modular home on the property. He was looking for information regarding a tap in. Jason Heaton stated it is \$3,500 to tap in. Jason also stated it is \$500 for street opening if you build. Jake Tate also had someone reach out about a pothole on Rock Ave.

Citizens Comments

Mark Stowe – 1719 5th Ave, Beaver Falls PA 15010 – informing the BFFD has been riding the streets to familiarize themselves, they've also been receiving emergency contacts from businesses, only area of concern is Sand Alley to get the fire trucks through, reaching out to the mill for a walk through.

Kathy Brewer – 3628 Matilda St, Beaver Falls PA 15010 – looking for updates regarding baseball, also suggested charging for teams for field usage and tournaments

Nora Seuss – 102 37th St, Beaver Falls PA 15010 – looking for information on Elite Athletics wanting a contract for the field

Kevin Farkas – 3706 W 8th Ave, Beaver Falls PA 15010 – asking if anyone on council wanted updates on the borough website, looking for updated zoning map to post

Old Business

Streets, Lighting & Bridges, Building, Grounds & equipment – Jake Tate – chainsaw is fixed by Brian for under \$100 saving the borough roughly \$1,400 - replaced all the stolen/damaged stop signs - road crew fixed all potholes on Rock Ave where a complaint was made – address vandalism issues at park and getting an estimate to BFPD for court case – looking for estimate to replace little library from Janet Helbig – looking for bids to fix roofs of dug outs

Fire & Police – Ryan Soisson – none

Sewer & Sanitation – Bill Heaton – informing not being able to fix Craig Alley as planned due to weather and making sure we could still pay it out of last years budget as agreed, which was done.

Finance & Litigation – Jason Heaton – successfully got ADP set up - discussed having road crew clock out for lunch with options of tablet at borough building or app on cellphones, it was decided to not have them do this at this time - update employee handbook with any changes – creating a google drive for all of council to have access to all documents - engineering firms bids have deadline of next week to get them in, meeting will be held with Janet & Ryan after all bids are received

Ordinance – Jeff Seybert - none

Parks & Recreation – Janet Helbig – training Gerald, Jake states Gerald is simply not prepared to be called out for overtime for plowing he needs more time and training on it but he will be ready eventually

Bob – none

Solicitor – none

Mayor – none

New Business

Streets, Lighting & Bridges, Building, Grounds & equipment – Jake Tate – reorganization of council, Jake wants to step down from streets and be replaced by Jeff Seybert, he will continue being on streets/lighting/bridges/grounds & equipment, but not the primary person, that will be handled by Jeff, Jake will also continue being on ordinances, parks & recreation and sewers & sanitation – addresses snow removal procedures regarding backlash on social media, they follow the guidelines for plowing procedures - gathering a list of roads that need paved, looking to outsource to smaller companies for bids as well, Jason will be looking for grants for street projects – Jeff states the public stairs need to be maintained by the road crew for safety of children at the bus stop at the bottom, discuss putting up “use at own risk” sign on stairs to alleviate liability in case of incident, Jake reached out to bus garage to change bus stop to top of hill to avoid use of steps altogether and they said they will not change it, Joe says to possibly temporarily close the steps and have the kids walk down the hill to the

bus stop until a more permanent solution can be reached, Joe says he can write a letter to the bus garage to officially change the stop for safety of the children

Fire & Police – Ryan Soisson – none

Sewers & Sanitation – Bill Heaton – road crew fixed sewer line on 37th st, DLC installed a telephone pole a year and a half ago and it went through the sewer line causing a break, Bill called for estimates to fix sewer line and got estimates of \$8,000-\$10,000, they decided to fix it through the road crew with the help of Jake Tate which saved the borough a significant amount of money, Bill filed a claim through DLC to get refund for damages, Bob states Jake should be paid for his help which is agreed upon unanimously and he will submit a bill to the borough to be paid street wages at \$17.50 an hour for 8 hours which is \$122.50 - logging is being done at Walnut Bottom Run possibly causing more flooding issues in the park, talk of grant money for a small lake at park to help with the flooding – Bill received a phone call and an email wanting to purchase our cell tower contract which currently we receive roughly \$18,000 a year and they want to purchase the contract for \$331,000 which would significantly reduce our budget yearly, Kevin Farkas states if you invest the \$331,000 you could possibly make more then we are currently receiving yearly and take the interest out to make up the budget, Joe suggests asking to negotiate the offer in our favor, Kevin suggests speaking to wealth manager for what could be beneficial to the borough if we sell the contract and invest the money

Finance & Litigation – Jason Heaton - Jason will be reaching out to waste management companies for bids, multiple bids are desired for vacant houses, rental houses, etc., Joe states we need to ensure all terms desired are included in bid requests – Jason states a quarter of our budget is going to BFFD and BFPD, possibly reaching out to other departments for bids

Ordinance – Jeff Seybert - none

Parks & Recreation – Janet Helbig – Janet wants 5 members for the rec board – Janet spoke to Scotty McGee from West Mayfield Baseball and Libator and they're setting up a meeting to discuss plans for the fields

Bob Tate – meeting with sports complex regarding taking over the fields, should be able to vote next meeting on baseball fields

Chief Johnson- ensuring communication with Jenna White, Secretary, is correct due to Novembers police calls being read rather than Decembers – concern of issues at Patterson Ave., police are handling it appropriately

Solicitor – none

Mayor – received an email regarding new MS – January 27th is a community watch

program for Beaver Falls regarding community items – Pennsylvania is wanting to be involved in national holocaust day, Mayor was informing if the borough wanted to do anything revolving around that they could – Jake brings up flag being flown at half-staff for Jimmy Carter until January 28th

Approval was given to pay bills and ratify purchases made by committees.

The meeting then was called into executive session regarding personal matters. There were no motions made after the executive session therefore the regular meeting can be adjourned.

Jason Heaton moved to adjourn at 8:30pm and was seconded by Janet Helbig. The motion passed.

Respectfully submitted,

Jenna White

Borough Secretary

Regular Meeting Minutes

West Mayfield Borough

February 20th, 2025

4609 W 8th Ave, Beaver Falls PA 15010

President Bob Tate called the meeting to order at 6pm followed by the pledge of allegiance.

Roll call:

Mayor: Licia Cogley - Secretary/Treasurer: Jenna White – Solicitor: Joe Budicak

Council President: Robert Tate - Vice President: Bill Heaton

Council members present: Jacob Tate - Jason Heaton

Absent: Ryan Soisson (excused) - Janet Helbig (excused) - Jeffery Seybert (excused)

Mr. Jake Tate moved to have the January minutes approved and was seconded by Mr. Jason Heaton. The motion was approved without objection. Mr. Jason Heaton needed to add one comment regarding engineering firms to old business to the agenda. Mayor Cogley mentioned that there would be two meetings in one day regarding the sale of the water system on Wednesday, February 26th if anyone wanted to attend. Mr. Jake Tate made the motion to approve the agenda and was seconded by Mr. Bill Heaton. The motion was approved without objection.

Mrs. Tina Lampus, zoning officer, had no comments to add.

Mr. Bob Tate, code enforcement officer, had three smoke and dye and occupancy permits since the January 9th meeting. Mr. Bob Tate mentioned he has witnessed multiple cars being parked in the middle of the street and he asked Solicitor Joe Budicak if the borough is liable if the vehicles are hit by a snowplow while clearing the streets. Mr. Budicak states if they are parked illegally, the vehicle owner will most likely be responsible, not the borough. Chief Johnson also mentions that if a vehicle is blocking access of public service workers the borough can call the Beaver Falls Police Department, and they will respond.

Mr. Eli Kosanovich, emergency management, states there is a quarterly meeting for Beaver County on February 25th, 2025. Mr. Kosanovich also mentions that all members of council are required to complete NIMS 100 and 700 to be compliant with PA standards. Mr. Jake Tate mentions to possibly set up something online for volunteers in case of emergency to

help with anything emergency management related. Mr. Bill Heaton also states that all of council is required to be present in case of emergency considering all of the money spent is taxpayers money. Mr. Kosanovich states that in emergency situations all votes needed to spend money are bypassed considering there are no options, and the issue must be addressed. However, a damage survey is complete after the emergency and once you've surpassed a certain dollar amount the information is passed on to PEMA and the pushed up to FEMA for reimbursement if all notes and pictures are documented properly.

Police Chief Johnson had nothing to add.

Mr. Bill Heaton makes a motion for approval of officer reports and is seconded by Mr. Jason Heaton. The motion is passed without objection.

President Bob Tate then asked secretary/treasurer Jenna White to read the officers reports. Following the reports Mrs. White mentions there was a meeting with Waste Management regarding bids for the upcoming change of garbage service at the end of 2025. Mr. Bob Tate states that we need to write up specific needs for the borough for them to give a proper bid. Mr. Jason Heaton says he will get with his committee to get that written up and ready for Waste Management and other garbage services as well to bid on. Mrs. White then mentions getting a bulletin board for the borough building to post agendas or other important information in for people to see at any time. Mrs. White states she will look into options and bring the information to the next meeting. Mr. Jake Tate makes a motion to approve the secretary reports which is seconded by Mr. Bill Heaton. The motion is approved without objection.

Correspondence

Mrs. White states there was an email sent to her by Mayor Cogley for an active shooter preparation course on February 24th hosted by the Beaver Falls Neighborhood Watch if anyone wanted to attend.

Mr. Jake Tate then makes a motion to move on to citizens' comments which is seconded by Mr. Bill Heaton. The motion passes without objection.

Citizens Comments

Diana Campbell (114 Pinecrest Dr. BF PA 15010) & Andrea Niedbala (114 Braden St. BF PA 15010) – Mrs. Niedbala speaks first and gives history of West Mayfield baseball such as

they have four leagues currently accepting sign ups for the upcoming season and that they are rebuilding the program. Mrs. Niedbala states the season is opening April 21st and running through June. The organization also has a tournament planned for July. Mrs. Niedbala states they are working with council to come to an agreement to keep the organization going in West Mayfield. Mrs. Niedbala states the baseball organization is a non-profit organization that wants to continue running their league as a small town family atmosphere. Council and the organization agree to meet March 3rd to discuss an agreement.

Nora Soos (102 37th St. BF PA 15010) – Mrs. Soos states she would like to see more information regarding insurance for the baseball program and scheduling regarding tournaments when the field isn't being used by West Mayfield baseball.

Mike Stuck (4319 W 7th Ave. BF PA 15010) – Mr. Stuck states that West Mayfield baseball is now a potential program to restart a pony league program. Mr. Stuck also mentioned that he witnessed a borough employee hit a stop sign with the snowplow, place the stop sign in the bed of a borough work truck and leave the scene without placing the stop sign back in the ground.

Kevin Farkas (3706 W 8th Ave BF PA 15010) – Mr. Farkas states that the borough should have a handbook stating all procedures that are completed within the borough. Mr. Farkas then states West Mayfield now has a group called the Citizens Advisory Committee (CAC) that is willing to help council members create a handbook with all necessary information to complete municipal operations efficiently and properly. Mr. Farkas states that CAC is requesting council makes a resolution for council to adopt a borough municipal operations handbook which will include standard operating procedures (SOP) for varying tasks the borough completes so it is clear what is being done and who is responsible in a specific situation. Mr. Jake Tate asks Mr. Farkas to clarify that these SOP will not be considered law just a guideline for future council members to follow. Solicitor Buldicak clarifies CAC is proposing putting SOP's into place that are able to be changed, not permanent. Mr. Farkas then reads the proposed resolution out loud and agrees he will email a copy of the proposed resolution to all of council for them to read over and approve of at the next meeting.

Old Business

Streets, Lighting & Bridges, Building, Grounds & equipment – Jake Tate – Mr. Jake Tate states that Mr. Jeffrey Seybert had road crew worker Brian McNeely order over \$500.00 worth of parts for the GMC pickup truck without council permission. Mr. Jake Tate states

that the parts have not been installed on the truck yet and wants council to decide if the truck is worth fixing or not. It is decided that Mr. McNeely will fix the truck to get it back to working condition. Mr. Bill Heaton makes a motion to keep the parts already purchased and fix the truck with any remaining work that needs to be done, the motion is seconded by Mr. Jason Heaton. The motion is passed without objection. Mr. Jake Tate then addresses Mr. McNeely with his concerns about Mr. Jeffrey Seybert being in charge of streets. Mr. Jake Tate and Mr. McNeely agree that Mr. Seybert does not answer his phone for emergency calls for the road crew to be called out for plowing. Mr. Jake Tate also states that there is no communication in general from Mr. Seybert. Mr. Jake Tate says that Mr. McNeely is the street supervisor therefore all information must be communicated to him so he is aware of everything happening, which is not being done through Mr. Seybert. Mr. McNeely then states that Mr. Seybert is calling both Mr. McNeely and Mr. Gerald Knowlton, another road crew member, out unnecessarily to plow the roads. Mr. McNeely states that the borough is unnecessarily paying for two trucks for fuel and two employees to be out plowing when one truck and one employee could be getting the work done proficiently. Mr. Jake Tate then asks secretary/treasurer Jenna White if she has been receiving receipts from Mr. Seybert for the purchases he is making which Mrs. White says she has not been receiving them. Mr. Bill Heaton then states at this point all council can do is remove Mr. Seybert from the streets committee. Mr. Bob Tate agrees he should be removed and states that Mr. Seybert was asked to order salt for the roads and he failed to do so, resulting in the borough being out of salt for two weeks. Mr. Bob Tate says he will contact Mr. Seybert to inform him he will be taken off of the street committee.

Fire & Police – Ryan Soisson – none

Sewer & Sanitation – Bill Heaton – Mr. Bill Heaton says that he received a message from Mr. Ray Evans, a plumber local in the area, that the borough owes him \$300.00 for work completed on 37th Street due to Duquesne Light placing a telephone pole in the ground that hit a sewer line and caused a clog that needed to be fixed. Mr. Bill Heaton states that he did not receive the bill from Mr. Evans prior to applying for reimbursement from Duquesne Light. Mr. Bill Heaton states lets pay Mr. Evans what is owed to him and says he will reach out to Duquesne Light for further reimbursement.

Finance & Litigation – Jason Heaton – Mr. Jason Heaton states he's received three engineering firms bids and Mrs. Janet Helbig has received two bids. Mr. Jason Heaton says the borough is better off staying with Widmer engineering as our firm from a financial point of view.

Ordinance – Jeff Seybert – none

Parks & Recreation – Janet Helbig – Although Mrs. Helbig was absent during this meeting, she provided all information to Mrs. Jenna White to discuss on her behalf. Mrs. White says the borough did not receive the grant that was applied for due to not having enough money brought into the parks.

President Bob Tate – none

Solicitor – none

Mayor – none

New Business

Streets, Lighting & Bridges, Building, Grounds & equipment – Jake Tate – Mr. McNeely states that Mr. Seybert had him fix the salt bin holders. Mr. Jake Tate then states he will try to keep 4-6 loads of salt in the bins at all points in time. Mr. Jake Tate says he wants to make everyone aware he is going to be buying bulk gravel to keep a stockpile. Mr. Jake Tate says he was contacted by concerned citizens about West 5th Avenue cracking and the brims of the roads needing attention. Mr. Jake Tate says he addressed the issue and says that majority of the problems on the roads are caused by water authority repairs. Mr. Jake Tate states the road crew members will be keeping a closer eye on the repairs done and will keep note to have them properly fixed if needed. Mr. Jason Heaton states he and Mrs. Helbig have been discussing how to get grants to get more street work completed.

Fire & Police – Ryan Soisson – none

Sewers & Sanitation – Bill Heaton – Mr. Bill Heaton states he is still waiting for the ground to thaw to run the sewer line on Tank Alley. Mr. Bill Heaton states he updated a business list Fire Chief Mark Stowe to know all business and contacts for them in the borough. Mr. Bill Heaton then says he has a book with all the fire hydrants the Beaver Falls Fire Department would use for each street within the borough.

Finance & Litigation – Jason Heaton – Mr. Jason Heaton says Secretary/Treasurer Jenna White needs a new laptop to continue work for the borough which will cost \$500.00. Mr. Bill Heaton makes a motion to update Mrs. White's computer which is seconded by Mr. Jake Tate. The motion passed without objection.

Ordinance – Jake Tate – Mr. Jake Tate says he received notice from Big Beaver Borough that they have passed an ordinance stating if a home burns down in the borough the borough itself receives a check from the homeowners insurance company until the home is cleaned up after a fire, but if the home is not properly cleaned up the borough can use the funds to

demolish the home. Solicitor Joe Budicak states he believes it would be a good idea to adopt a similar ordinance. Mr. Joe Budicak says he can have a new ordinance ready to be passed for the following meeting.

Parks & Recreation – Janet Helbig – Although Mrs. Helbig was absent during this meeting, she provided all information to Mrs. Jenna White to discuss on her behalf. Mrs. White states that Bre Kovac will be doing grants for parks and roads on behalf of the borough and Mrs. Kovac says if we paid her anything for completing the grants it would be a small amount considering she is doing it to benefit the community. Mrs. White then brings up the possibility of opening a warming center in the borough. Mr. Kosanovich, emergency management, states we do not have the capability to do so considering the requirements to do so.

President Bob Tate – Mr. Bob Tate states that a concerned citizen asked him about the insurance for the fire department. Mr. Bob Tate reached out to NOVA, the insurance provider to the fire department, and NOVA stated that the premium already paid would be refunded to the borough although the check will be sent to the fire department, and they are responsible for giving the money back to the borough. Mr. Bob Tate then states the parking lot behind the fire department building is borough property and he believes the parking lot should be given back to the borough rather than the fire department using it for their own personal vehicles, equipment, etc. Mr. Joe Budicak says that all leases must be in writing to be considered credible therefore the verbal agreement with the fire department is most likely not enough to be credible. Mr. Jake Tate makes a motion to pay the fire department back the \$1.00 they paid for the year to rent the parking lot and give them until March 31st to clear the parking lot out and if they want to use the parking lot for any reason they can contact the borough to do so which is seconded by Mr. Bob Tate. Mrs. White then states she needs a roll call vote to pass the motion which resulted as follows:

Bill Heaton – no	Bob Tate- yes
Jake Tate- yes	Jason Heaton – no

Mayor Cogley is then required to break the tie vote in which she votes yes. It is then declared Mrs. White will send a check for \$1.00 to reimburse and a letter stating to remove all personal property from the borough's property. Mr. Bob Tate then brings up where the borough will be voting this year, and it is stated by Mr. Bill Heaton that voting will still be taking place at the fire department.

Solicitor Joe Budicak – none

Mayor Cogley – none

Mr. Bill Heaton makes a motion to pay bills and ratify purchases made by committees which is seconded by Mr. Jake Tate and a roll call vote was required which resulted as follows:

Bill Heaton – yes Bob Tate – yes

Jake Tate – yes Jason Heaton – yes

Mr. Bill Heaton made a motion to adjourn at 8:18PM which was seconded by Mr. Jason Heaton. The motion passed without objection.

Respectfully submitted,

Jenna White

Borough Secretary

West Mayfield Borough Regular Meeting Minutes

4609 W 8th Ave Beaver Falls PA 15010

March 13th, 2025

President Bob Tate called the meeting to order at 6pm followed by the pledge of allegiance.

Roll Call:

Mayor: Licia Cogley – Secretary/Treasurer: Jenna White – Solicitor: Joe Budicak

Council President: Bob Tate – Vice President: Bill Heaton

Council Members: Jacob Tate – Jason Heaton – Ryan Soisson

Mr. Jake Tate makes the motion to approve February's monthly minutes, which is seconded by Mr. Jason Heaton. The motion was approved without objection. Mr. Jason Heaton makes a motion to approve tonight's agenda, which is seconded by Mr. Ryan Soisson. The motion was approved without objection. Secretary/Treasurer Jenna White then reads the officer's reports. Mr. Jake Tate makes a motion to approve the officer's report which is seconded by Mr. Jason Heaton. The motion is passed without objection.

Correspondence

Mrs. Jenna White: - email stating the borough received \$50,000 in liquid fuel funds

- Caputo insurance agency and Nationwide sent email showing interest in giving quote for insurance, Mrs. White will reach out to get quotes

Zoning Officer Jake Tate states he's received 4-5 phone calls which he has responded to and taken care of them all.

There were no additional comments from code enforcement, emergency management or chief of police.

Mrs. White states she has spoken to citizens, and they mentioned moving citizens' comments to the end of the agenda or even a space at the beginning and the end for citizens to speak and/or ask questions. It is decided to leave it as is.

Mr. Jason Heaton makes a motion to go to the citizens' comments, which is seconded by Mr. Jake Tate. The motion passes without objection.

Citizens Comments

Kathleen Brewer (3628 Matilda St):

1. Mrs. Brewer states she would like to see a section added at the end of the agenda for citizens to make comments/concerns like Mrs. White said:

- Joe Budicak says there is nothing prohibiting that and we could add that to the end of the agenda
- It's decided unanimously to change the "any other business" at bottom of agenda to "any questions/comments regarding meeting"
- Mr. Jason Heaton makes a motion to adjust the agenda verbiage, which is seconded by Mr. Jake Tate. Roll call vote as follows: Mr. Bob Tate, yes – Mr. Jake Tate, yes – Mr. Jason Heaton, yes – Mr. Ryan Soisson, yes.

2. Mrs. Brewer states she needs a signature from President Bob Tate and Secretary/Treasurer Jenna White to turn in delinquent taxes from 2024. Which is signed and returned to Mrs. Brewer

3. Mrs. Brewer states she needs a new computer to continue doing taxes for the borough although the cost will be split 50/50 with the school. Mr. Jason Heaton makes a motion to pay half of the bill for the new computer, which is seconded by Mr. Jake Tate. The motion is passed without objection.

Scott McGee (126 Krepps Lane):

- Mr. McGee runs WMYB and updates that 53 kids are registered to play.
- says a resident of the community has been allowing the players to do winter workouts at no cost in their facilities to prepare for the season once an agreement is made.
- says there's a meeting March 14th to get the schedules made so the parks committee will be informed then.
- Has full intentions to redo one field a year, order new drags for the fields and boxes to hold the bases once an agreement with the borough is reached.

- States the fields have gotten overgrown in between seasons due to lack of help but he has full intentions on bettering that from now on.
- Painting dugouts in red and grey (WMYB colors)

Citizens Advisory Committee (CAC)

Mr. Kevin Farkas states CAC is currently working on four SOP's for the borough (park rental concession, youth baseball concession, roadside trash, snow and ice control).

- CAC had a meeting with WMYB regarding CAC's suggestions for the parks committee regarding baseball concessions for the borough
- CAC is wanting to reach out to neighboring boroughs, department of community economic development, etc. to get more information on grants and funding to further help the borough with community development.
- CAC is interested in looking into information to set up PayPal for online municipal payments (fines, dye testing, park rentals)
- Mr. Bill Heaton brings up an email he sent to Mr. Farkas regarding changing the title of SOP (standard operating procedure) to SOG (standard operating guideline) so it won't seem to be set in stone rules pertaining to handling an issue. Mr. Farkas states SOP is an industry standard saying. Mr. Jake Tate states we can put at the beginning of every one if any revisions need to be made that can be made. It is decided that the name of the handbook will be changed from SOP to SOG. Mr. Budicak suggests reprinting the resolution with the name SOG instead of SOP and having it signed and voted on at the next meeting with the new name.

Old Business

Streets, buildings, lighting & bridges, grounds & equipment – Jake Tate:

- Mr. Jake Tate states the borough is short on funds for paving, he suggests letting smaller businesses know we will be looking for bids regarding paving. Mr. Bill Heaton asks if it's still considered taboo to reach out to someone and just inform them that the borough will be looking for bids. Mr. Budicak says you can do that as long as they're not being solicited. Mr.

Jake Tate suggests working on smaller sections of multiple roads rather than one main road. Mr. Bill Heaton says the borough stays with Widmer Engineering to run all operations regarding paving so the liquid fuel money can be used since there are specific guidelines that must be submitted to PennDot with detail. It is decided to stick with Widmer Engineering to run the projects, so it's all handled appropriately.

- Mr. Jake Tate says the street workers are driving around fixing alleyways in need with slag.
- Mr. Bill Heaton suggests storm basins be cleaned out and Mr. Jake Tate says that will be complete after they sweep the streets.
- Mr. Brian McNeely (road worker) states he is waiting for the red fuel to get low enough to order road fuel to replace it which will save the borough money since it's cheaper.

Fire & Police – Ryan Soisson:

- Mr. Bill Heaton asks if any of the 36 recommendations made by the committee looking into the WMVFD in 2024 will be completed. Mr. Kevin Farkas says the CAC will be reviewing that shortly and letting council know.

Sewers & Sanitation – Bill Heaton:

- Mr. Heaton states Tru Plumbing is catching up on projects that have been stalled for winter so as soon as the ground thaws they will be completing everything on the list.
- Mr. Bob Tate asks if Ray Evans ever sent in the bill to the borough for his work completed on 37th st, which he has not.

Finance & Litigation – Jason Heaton:

- Mr. Heaton says he's waiting for grants to open up.

Parks & Recreation – Jake Tate:

- Mr. Tate says he's been working with CAC and WMYB to work out what citizens expect out of council regarding concessions for WMYB.

- No updates regarding the court date for vandalism at park in 2024. WMYB has stated previously that they'll fix anything and can be reimbursed later once the court proceedings are handled, and the borough is paid for the damage.
- Mr. Bob Tate says WMYB should give a schedule to Jake Tate to be shared with the community on the borough website so they're aware of what's happening at the park and when.

President Bob Tate:

- Mr. Jake Tate makes a motion to adopt the resolution for SOG Handbook, which is seconded by Mr. Jason Heaton. The motion is passed without objection.

Solicitor Joe Budicak:

- typed up draft of fire insurance escrow spoken about at previous meeting

New Business

Streets, Lighting & Bridges, Buildings, Ground & Equipment – Jake Tate:

- Mayor Licia Cogley provided a passed inspection from Travelers Insurance for our compressors on the borough building property. A full report will be mailed.
- Mr. Jake Tate asks for permission for road crew workers to fix Tank Alley which is granted.
- A house on Tank Alley has a storm water run off that's running onto the street and causing freezing issue on road which the road crew workers will fix.

Fire & Police – Ryan Soisson:

- Mr. Ryan Soisson provided a report from BFFD for the month of February.
- Mr. Nic Marcinko, firefighter from BFFD, states the fire department is mapping out hydrants in the borough and delivering emergency point of contact forms to all businesses in the borough. He also states they'll be flow-testing hydrants.

- Mr. Bill Heaton requests a copy of the emergency point of contact forms from BFFD to which Mr. Nic Marcinko says he will let Chief Mark Stowe know to send a copy to emergency management.

Sewers & Sanitation – Bill Heaton:

- Mr. Bill Heaton asked that the road workers clean out plugged tunnel in culvert.

Finance & Litigation – Jason Heaton:

- Mr. Jason Heaton mentioned getting rid of old copiers in the borough building.

President Bob Tate:

- Mr. Bob Tate read aloud letters of resignations from their seats on council from Mrs. Janet Helbig and Mr. Jeffrey Seybert.
- Mr. Jason Heaton makes a motion to accept the letters of resignation as of March 13th, 2025, which is seconded by Mr. Ryan Soisson. The motion passes without objection.
- Solicitor Joe Budicak states council has 30 days from March 13th, 2025 to fill both seats on council and should send any letters of intent to join council to Secretary/Treasurer Jenna White.

Mayor Licia Cogley:

- Easter egg hunt is scheduled for April 12th, 2025.
- Earth day clean up is scheduled for April 26th, 2025.
- Mayor questions if in case of emergency due to nuclear plant does West Mayfield evacuate, which the borough will not be due to being outside of the 10-mile radius.
- The mayor has been receiving calls regarding political signs in the yards and when they are to be removed after election. Solicitor Joe Budicak tells her it's usually 10 days after election.

Zoning Officer Report – Tina Lampus:

- Starting a program in 2026 for landlords to pay \$25 to the borough a year per rental property they own in the borough.

- Mrs. Tina Lampus will gather all names of landlords and council will have to make a letter to send out to all landlords stating the charges will start in 2026.
- Mr. Robert Tate states it will bring in more taxes as well to the borough since every time a rental property gets a new tenant it will be sent to Berkheimer as well for per capita tax.
- Mr. Robert Tate asks Secretary/Treasurer Jenna White if she would be willing to take on the responsibility of sending out the letters for the borough. Mrs. Jenna White states she will take it on for a raise in pay.

Code Enforcement Report – Bob Tate:

- Mr. Bob Tate states there was a large shed that was brought in without a permit which he spoke to the owner of the shed and stated she needed to send in a permit application for approval.

Mr. Jason Heaton makes a motion to pay bills and ratify purchases made by committees which is seconded by Mr. Bill Heaton. The motion is passed without objection.

Citizens End of Meeting Comments

- Sue Wood (3524 W. 3rd Ave.) wants code enforcement to investigate two cars being left in the alley on West Third St. She states there are children riding bikes in the dark that she is concerned they will be hit by a vehicle and witnessing illegal activity which she is advised by Chief Johnson of BFPD to report it when she sees it. Mr. Bob Tate states as a code enforcement officer he has told the kids to stop riding in the street, but they continue to do so.
- Kathy Brewer asks Secretary/Treasurer Jenna White if she can have the boroughs tax exempt number to get her computer fixed tax free. Mrs. White states she asked the previous secretary for the tax-exempt number before and was told the borough does not have one. Mrs. White says she will further investigate the issue and get the tax-exempt number from the state.

Mr. Ryan Soisson makes a motion to adjourn the meeting at 7:53PM which is seconded by Mr. Jason Heaton. The motion passed without objection.

Respectfully submitted,

Jenna White

Borough Secretary

West Mayfield Borough Regular Meeting Minutes

4609 W 8th Ave Beaver Falls PA 15010

April 10th, 2025

AMENDED

President Bob Tate called the meeting to order at 6pm followed by the pledge of allegiance.

Roll Call:

Mayor: Licia Cogley – Secretary/Treasurer: Jenna White – Solicitor: Joe Budicak

Council President: Bob Tate – Vice President: Bill Heaton

Council Members: Jacob Tate – Jason Heaton – Ryan Soisson

Mr. Jake Tate makes a motion to approve of March's meeting minutes which is seconded by Mr. Ryan Soisson. The motion passes without objection. Mr. Jason Heaton makes a motion to approve of tonight's agenda which is seconded by Mr. Ryan Soisson. The motion passes without objection. Secretary/treasurer Jenna White then reads the officer's reports. Mr. Jake Tate makes a motion to approve of the reports and is seconded by Mr. Jason Heaton. The motion passed unanimously.

Correspondence

Mrs. Jenna White states the borough received an email from Diamond Communications regarding purchasing the cellphone tower from the borough. The offer is the same as before therefore no one on council wants to take the offer.

Zoning officer Tina Lampus states they've had two of three cars removed from a property with the owner working on removing the third. While one yard that was reported got cleaned up and a second yard is in the process of being cleaned up. She's trying to contact someone who did not apply for a permit who should have and will follow up on that.

Emergency Management Eli Kosanovich states Bill Heaton and himself attended the last quarterly training, but the next one has been postponed but they will be receiving a tour of the power plant when that happens.

President Bob Tate gives an update on Landlord Registration Fees which will be starting in 2026 in the borough. Mrs. Tina Lampus and himself have figured out most of the rental properties in the borough who will be paying the fee. They've gathered Patterson Township's and East Rochester's ordinances regarding the fees in their towns. Mrs. Lampus states she believes the borough should base their ordinance off East Rochester's. Mrs. Lampus also states she wants the three-strike rule in the ordinance stating if the police get called to a rental property three times in a year then the landlord must evict the renter. Mr. Bob Tate asks Solicitor Joe Budicak to write up a draft ordinance for the borough.

Mr. Jake Tate makes a motion to move to citizens' comments which is seconded by Mr. Bill Heaton. The motion passes without objection.

Citizens Comments

Scott McGee (126 Krepps Lane):

- Jake Tate states himself, West Mayfield Youth Baseball (WMYB) and Citizens Advisory Committee (CAC) have been working together to come to an agreement on a contract for the use of the baseball fields at the park:
 - o Concession fee: a couple members of council were concerned about charging WMYB \$400 a year to run the concession stand at the ball fields, Mr. Jake Tate states it's a deposit that if for any reason WMYB would leave the fields and leave an unpaid electric bill, garbage bill, etc. the money would cover that. Scott McGee states WMYB has no problem paying the deposit. Kevin Farkas states CAC was also considering that for payment of review of the agreement by Solicitor Budicak since that would cost the borough money. Mr. Bill Heaton states he doesn't believe the borough should charge WMYB any fee unless an issue arises since they put money into improving the park at no cost to the borough taxpayers. A roll call vote is called to decide if the borough will charge WMYB or not and the results are as follows:
 - Ryan Soisson – yes
 - Bil Heaton – no
 - Bob Tate – yes
 - Jason Heaton – no
 - Jake Tate – yes

- With a 3-2 vote it is agreed that WMYB will pay the borough a \$400.00 deposit to the borough.
 - It is also decided that the money will be used for in case of the borough being stuck with a bill not for legal fees. The borough will pay any of the legal costs out of the general fund.
- Contract Length:
 - Mr. Jake Tate states in the current draft of the contract states that WMYB will not have first right granted to them at the end of the contract. Mr. Jake Tate states he does not agree with that and says since WMYB is investing in the park they should get first right to renew the contract. It is decided that WMYB will get first right to renew the contract at the end of the term.
 - Mr. Scott McGee states he doesn't want to sign an agreement that is not guaranteeing they'll have a chance to renew considering the amount of money they invest into the park every year.
 - A roll call vote is called to agree on a five-year contract and the results are as follows:
 - Ryan Soisson – yes, 5 years
 - Bill Heaton – yes, 5 years
 - Bob Tate – yes, 5 years
 - Jake Tate – yes, 5 years
 - Jason Heaton – yes, 5 years
 - With a unanimous vote it is decided that the borough and WMYB will sign a five-year contract with the agreement to check in yearly to make sure both parties are still happy with the agreement.
- Grass mowing:
 - Mr. Jake Tate states he did the math and figured out that it would essentially cost the borough \$1,000 a season to cut the

fields as well as the park. Scott McGee states WMYB would be willing to pay the borough the \$1,000 for the borough employees to cut the grass at the fields as well.

- A roll call vote is called to decide whether WMYB will pay the borough \$1,000 to alleviate the cost of tax dollars being used to pay for cutting the grass on the fields and the results are as follows:

- Ryan Soisson – no
- Bill heaton – no
- Bob Tate – no
- Jake Tate – no
- Jason Heaton – no

- With a unanimous vote it is decided that the borough will cut all the grass at the park and the fields except for around the nets and WMYB will not be paying the borough \$1,000.

- Scott McGee gives an update regarding WMYB stating the games are starting next week. He thanked Nora Soos for coming down to help clean up the fields during field day and thanks Jake Tate for donating his equipment to move dirt at the fields. Mr. McGee says they have a Polaris side by side to drag multiple fields at the same time along with the quad. WMYB and volunteers set up the batting cages and got brand new drags for the fields. Borough workers collected piles of sticks and brush that needed to be cleaned up. Lowe's donated paint for WMYB to paint the dugouts. Replacing the roofs of the dugouts.
- Mr. Jake Tate then raises the question of if the borough should charge WMYB to use the shelter for their banquets or any other event they may need it for. It is unanimously agreed that they can use the shelter at no cost.
- Scott McGee brings up having an event down at the fields where there will be food vendors, and he questions getting permits for that. Mr. Bob Tate informs him that he does not need permits since they are movable vehicles, and they are not going door to door to sell their product. Mr. Jake Tate makes sure it is known if the grass is wet not to park the vehicles in the grass.

Tracy Popovich – Caputo Insurance – (6824 Big Beaver Blvd)

- Asks Mrs. Jenna White to send all necessary information to receive a quote for insurance for the borough

Nora Soos (102 37th St. Ext)

- Volunteers cleaned up the concession stand to use for Easter egg hunt
- Suggests getting a crew together every year to clean the concession stand up before closing it for the winter
- Volunteers will be purchasing cleaning supplies and bins to keep everything organized
- Volunteers will be purchasing paint for walls and floors. Mr. Jason Heaton makes a motion for volunteers to purchase paint out of Parks & Recreation fund which is seconded by Mr. Jake Tate. The motion passed unanimously.

Kathy Brewer (3628 Matilda St)

- Volunteers looking for permission to plant flowers by shelter #3 and do something by the bench, which is granted
- Volunteers donating a grill to the park which Mr. Bob Tate will pick up and set up at the kitchen shelter

Susan Wood (West 3rd Ave)

- Asks for car to be removed from road that is a blind turn, Mr. Bob Tate and Mrs. Lampus state they've been in contact with him to remove the car and will follow up again
- In contact with Roman Kozak's office to have a meeting with PennDot and Norfolk Southern to discuss who will fix the bridge on 37th Street
- Concerned with use of glyphosate weed killer at the park, Mr. Jake Tate reassures her it is not widespread, and it's kept in confined areas as much as possible unfortunately there's not another product that is more cost effective and works better than glyphosate.

Janet Pico (3767 West 5th Ave)

- Concerned with vehicles being driven without inspection. Chief Johnson informs her unfortunately some people would rather pay fines than pay to get the car fixed and inspected.

Citizens Advisory Committee (CAC)

- Janet Pico and Susan Wood are working on grants and funding.
- Looking into strategic planning and comprehensive planning which includes increasing home ownership in the borough rather than renting.
- Sent council draft for online municipal payment system
- Sent council draft for resolution for municipal schedule of fees
- Calling on council to adopt a work session meeting, which CAC will be leading by example and adding a one-hour work session on top of their monthly meeting
- Clarifies SOG's being worked on and what can be added to SOG's agreements are made with WMYB
- Spoke with Mrs. White regarding working on a new officials SOG for when a new council member comes on, they can have all the information regarding their position and responsibilities written for them including keys, passwords, etc.
- Sewers and stream water SOG needed so everyone knows when reports are done, etc.
- Jim Toy joined CAC to help with strategic planning with 45 years of experience in the industrial industry

Old Business

Streets, buildings, lighting & bridges, grounds & equipment – Jake Tate:

- Roadworkers tore old GMC truck apart to save usable parts and scraped the frame and the cab
- Brooks Street has been having an issue with a house having visitors and their cars parked on the street and blocking the road. Chief Johnson states if the vehicle is blocking the flow of traffic, then BFPD

can attempt to contact the owner and ask them to move the vehicle.

- Mr. Jake Tate states a volunteer picked up all the tires on a hill at the park. Borough workers immediately picked up the tires and brought them to the borough building so disposal could be figured out. Mr. Jake Tate says it will cost the borough \$110.00 to dispose of the tires properly. It is decided that the borough employees will take the tires to Meyers Tire to be disposed of.
- Borough workers have begun street sweeping, all the lawn mowers and the bob cat have been serviced, dumping gravel in as many alleys as possible that need it, limestone on hills

Sewers & Sanitation – Bill Heaton:

- Waiting on Tru Plumbing to put Craig Alley on their schedule, will follow up and check for date
- Mr. Jake Tate and Mr. Bill Heaton agree it is best to do sections of roads that need paved rather than entire streets

Parks & Recreation – Jake Tate:

- Mr. Jake Tate states all park rentals are going through Mrs. White who also created a contract for park rentals
- Mr. Bob Tate mentions possibly raising deposit on park rentals due to clogging of toilets, trashing bathrooms, etc.
- Solicitor Joe Budicak states we should put in the contract if the bathrooms are trashed the renter will be unable to rent the park again.
- Mr. Jake Tate states we should allow inflatables at the park during rentals to increase the number of rentals. Mrs. Tracy Caputo says we should not do that because it will not be covered by our insurance. Mr. Jake Tate asks if the renter were to get their own insurance to free the borough of any responsibility to which she responds it would not because the renter could still pull the borough into charges because an injury happened on their property regardless of them having their own insurance to cover it.

President Bob Tate:

- Follow up on fire department insurance refund check, Mrs. Jenna White states the check was received from the fire department in the amount of \$2388.00.
- Follow up on things remaining in the parking lot behind the fire department
 - o Mr. Bill Heaton says he will remove his trailer next weekend
 - o A bedliner was left in the parking lot, Mr. Bill Heaton offered to remove it when he removes his trailer
 - o Mr. Bill Heaton states there is a shed in the parking lot that the fire department is using for storage for excess fire equipment, containers, fans, etc.
 - o The fire department wants to know if they can use the parking lot for a hall rental on April 27, 2025. Mr. Bob Tate agrees if we can use the sign to advertise things they can use the parking lot for any hall rental.
- Asks if we can change the meeting date to Wednesdays for potential new council members because Thursdays do not work for either of their schedules
 - o Mrs. Jenna White states she will need letters of intent from both candidates confirming they will be joining council, and they agree to Wednesday meeting dates to change the meeting day because it will need to be advertised in the paper which costs the borough a significant amount of money to do.
 - Mr Jake Tate makes a motion to change the meeting date to the second Wednesday of the month pending letters of intent from two potential new council members, which is seconded by Mr. Jason Heaton. The motion passes without objection.

Solicitor Joe Budicak:

- States he's written up the fire escrow insurance ordinance which was discussed at last month's meeting.

- Mr. Jake Tate makes a motion to pass the ordinance which is seconded by Mr. Ryan Soisson. The motion passed unanimously.

Mayor Licia Cogley:

- Earth Day Cleanup is scheduled for April 26th which she has gathered all necessary items such as garbage bags, gloves, etc.
 - Mr. Jake Tate says borough workers will pick up all garbage bags collected and dispose of them properly.

Finance & Litigation – Jason Heaton: NO REPORT

Police & Fire – Ryan Soisson: NO REPORT

New Business

Streets, buildings, lighting & bridges, grounds & equipment – Jake Tate:

- New Sawzall (\$129.00) and drill (\$123.97) needed
 - Mr. Bill Heaton makes a motion to buy the equipment which is seconded by Mr. Jason Heaton. The motion passes without objection.
- Mr. Jake Tate states he wants to create council work sessions based on recommendation from CAC.
 - Mr. Kevin Farkas explains work sessions are good for growth of management and projects within the borough. Mr. Farkas says you can talk more freely and informally at these meetings rather than discussing details and deciding at one meeting you will be able to openly discuss things and then take the time to decide which will be voted on at the regular meeting next week following the work session.
 - Mr. Bill Heaton states he agreed to be on council, not anything more than that. He says if council agrees to make work sessions he will resign. **Council agrees to have voluntary attendance of work session meetings.**
 - Mr. Ryan Soisson makes a motion to do a roll call vote regarding setting up a monthly work session meeting on the Wednesday before

the regularly scheduled monthly meeting which is seconded by Mr. Jake Tate. The roll call vote is as follows:

- Mr. Ryan Soisson – yes
 - Mr. Bill Heaton – no
 - Mr. Bob Tate – yes
 - Mr. Jake Tate – yes
 - Mr. Jason Heaton – no
- The motion is passed with a vote of 3-2.

Police & Fire – Ryan Soisson:

- Chief Stowe provided a report from BFFD for the month of March.
- Chief Stowe responds to social media comments of “slow response times” by providing the response times to incidents in the borough.
- Chief Stowe states the BFFD has been flow testing the hydrants and they are all in good working condition with good flow.

Sewers & Sanitation – Bill Heaton:

- Sewer clog on Harbinson Road on March 29th, called out company to fix it and sent out one borough worker Mr. Brian McNeely. All is clear.
- Received a call from the county regarding a sewer line leak on Mr. Jake Tate’s property. DEP showed up in the borough to investigate an illegal sewage discharge due to the massive amount of sewage that went into the creek due to the leak.
- Beaver Falls Water Authority was placing a new water line under the creek on Patterson Avenue in the following days of the leak and noticed sewage and notified Mr. Bill Heaton. He asks council if they want to camera the water line to ensure there is no break in the line. All of council agrees to not camera it just yet unless another issue occurs since the sewage was not showing up until the leak happened therefore it’s believed there most likely is not a break in the line.

Finance & Litigation – Jason Heaton:

- Emailing Mrs. Susan Wood regarding possible grants regarding different vehicles and equipment needed in the borough:
 - o Mrs. Susan Wood states she received information herself for low interest loans rather than grants. However, she is meeting with Marlene Landrum, Beaver county's community and economic development person, which she is specifically asking for grant information.
- Issue regarding Covid grant money:
 - o Mr. Jason Heaton states the borough received \$122,220.18 in grant money, which the borough was supposed to be reporting to the state what the money was spent on, which Mr. Jason Heaton states he was unaware of. The state sent a letter stating the borough needs to provide information of what the money was spent on or repay \$122,220.18 if the borough couldn't prove what the money was used for. He did research and gathered all the information which cleared the borough of owing any money to the state.
- Mr. Jason Heaton states he's looking into grants for paving even if the borough could receive a match offer from the state.

Parks & Recreation – Jake Tate:

- Mr. Jake Tate states he's been receiving calls regarding inappropriate riding of dirt bikes through the park:
 - o He says he contacted the riders and told them if they ride respectfully no one will give them an issue or contact the police, but if they ride inappropriately that is when the authorities will be involved.

President Bob Tate:

- Mr. Bob Tate states he is looking for motions to approve three resolutions:
 1. Resolution to create a universal municipal schedule of fees:

- a. Mr. Jake Tate makes the motion to create a universal municipal schedule of fees which is seconded by Mr. Ryan Soisson. A roll call vote to pass the motion was as follows:
 - a.i. Ryan Soisson – yes
 - a.ii. Bill Heaton – yes
 - a.iii. Bob Tate – yes
 - a.iv. Jake Tate – yes
 - a.v. Jason Heaton – yes
 - b. The motion passed unanimously.
2. Resolution to create an online municipal payment system:
 - a. Mr. Bill Heaton makes a motion to create a municipal online payment system which is seconded by Mr. Jason Heaton. A roll call vote to pass the motion was as follows:
 - a.i. Ryan Soisson – yes
 - a.ii. Bill Heaton – yes
 - a.iii. Bob Tate – yes
 - a.iv. Jake Tate- yes
 - a.v. Jason Heaton – yes
 - b. The motion passed unanimously.
3. Resolution to create a municipal operations handbook:
 - a. Mr. Ryan Soisson makes the motion to create a municipal operations handbook which is seconded by Mr. Jason Heaton. A roll call vote to pass the motion was as follows:
 - a.i. Ryan Soisson – yes
 - a.ii. Bill Heaton – yes
 - a.iii. Bob Tate – yes

- a.iv. Jake Tate – yes
- a.v. Jason Heaton – yes
- b. The motion passes unanimously.

Mayor Licia Cogley:

- Attended a meeting regarding shell plant and air quality in surrounding areas. West Mayfield is not in the immediate concerning area of concern but very close to Chippewa, which is.
 - o Mr. Kevin Farkas states we are in impact zone of the shell plant as far as ground pollution exposure.
- Attended Roman Kozak's meeting regarding PA becoming the next drilling state.

Mr. Jake Tate makes the motion to pay the bills and ratify purchases made by committees which is seconded by Mr. Ryan Soisson. The motion passed unanimously.

Mr. Bob Tate calls the meeting to adjourn at 8:49PM.

Respectfully submitted,

Jenna White

Borough Secretary

West Mayfield Borough Regular Meeting Minutes

4609 W 8th Ave Beaver Falls PA 15010

May 8, 2025

President Bob Tate called the meeting to order at 6pm followed by the pledge of allegiance.

Roll Call:

Mayor: Licia Cogley – Secretary/Treasurer: Jenna White – Solicitor: Joe Budicak (absent, excused)

Council President: Bob Tate – Vice President: Bill Heaton

Council Members: Jacob Tate – Jason Heaton – Ryan Soisson

Mr. Ryan Soisson makes a motion to approve last month's minutes, which Mr. Bill Heaton seconds with the request that the April minutes include the statement about voluntary attendance at work sessions in the draft minutes Mrs. White sent out. The motion passes without objection. Mr. Bob Tate asks if there are any changes to tonight's agenda which Mrs. White states she must add a correspondence and Mr. Jake Tate needs to add an update under parks and an update from Scott McGee. Mr. Bill Heaton makes a motion to approve tonight's agenda which is seconded by Mr. Jason Heaton. The motion passes without objection. Secretary/treasurer Jenna White reads the officers' reports. Mr. Bill Heaton makes a motion to approve the officers' reports which is seconded by Mr. Jason Heaton. The motion passes without objection.

Correspondence

Mrs. Jenna White states she received a call regarding the building that the fire department used to use for training requesting permission to tear it down by the owner. Council agrees the owner must apply for a demolition permit and request a letter from the borough stating there's no objection to the demolition.

Mrs. Jenna White proceeds to read two letters of intent received from Mr. Justin Wichryk and Mrs. Candice Frantz.

Mrs. Jenna White received information on two classes, one for PennDot and one for LTAP, for training.

Zoning officer Tina Lampus states with the rainy weather it's been nearly impossible for citizens to cut their grass but with good weather happening over the upcoming weekend after that she'll be letting people know to cut their grass as soon as possible.

Emergency management officer Eli Kosanovich was absent from the meeting, but Mr. Bill Heaton spoke on his behalf. Mr. Bill Heaton asks Mr. Ryan Soisson for a copy of his ISO 100-700 which he agrees to send.

Secretary/Treasurer Jenna White states a new copier/printer is needed in the office of the borough building which will cost \$249.00. Mr. Ryan Soisson makes the motion to purchase the printer/copier which is seconded by Mr. Bill Heaton. The motion passes without objection.

Mrs. White also states she was approached by the manager of First National Bank regarding the amount of money in the borough's general fund and he says it would be in good interest of the borough to invest some of the money in an account with a better interest rate. Mr. Bill Heaton asks if there is any penalty if the borough were to take money out of higher interest account in case of emergency which Mrs. White says there is a penalty but it's no more than a couple hundred dollars to her knowledge. Council has agreed for Mrs. White to get more information from the bank for the next meeting.

Mrs. White states since she took over the park rentals she was in the bathrooms cleaning for the start of the season and noticed the soap dispensers, paper towel holders and toilet paper holders all needed replaced. She states it'll cost \$221.00 to replace everything. Mr. Ryan Soisson makes the motion to replace the items which is seconded by Mr. Jake Tate. The motion passes without objection.

Mr. Jason Heaton makes a motion to move to citizens' comments which is seconded by Mr. Ryan Soisson. The motion passes without objection.

Citizens Comments

H.A. Thomson – B.J. Giangiulio – 961 Pottstown Pike:

- insurance renewal is August 1st, 2025
- looking for any changes to coverage
- asks Mrs. White for copy of budget

DCED – George Newsome – 400 North St 4th Floor:

- help the borough with guidance on getting grants and creating a plan to better the community
- provides programs to help train borough administration if needed
- can get a consultant to deep dive into finances and operations management to get a 5-year plan of where the borough could be
- looked into borough financial on DCED's website and West Mayfield is ranked very low on list of "distressed communities"

Kathy Brewer – 3628 Matilda St:

- Compliments on how well the park is being taken care of
- BFFD was conducting a fire hydrant test and water was shot into Mrs. Brewer's yard.
 - o Wants it on record that if any issues arise on her property due to the massive flow of water she'll be in contact
- Suggests getting a podium for guest speakers to stand at

Nora Soos – 102 37th St Ext:

- Inquires about getting money to paint bathrooms and kitchen at the park which will be completed by volunteers
- Mr. Bob Tate says to take a letter on letterhead to the manager at Home Depot and ask for a donation for the paint and if they can't use his phone number for a 20% off discount
- Mr. Ryan Soisson makes a motion to allow the volunteers to purchase paint to redo the bathrooms and kitchen at the park which is seconded by Mr. Jason Heaton. The motion passes without objection.

Citizens Advisory Committee (CAC) – Kevin Farkas:

- Gives Justin Wichryk full endorsement to fill vacated seat on council
- CAC has spoken to four different groups (Beaver Falls CDC, Rochester borough meeting to speak to George from DCED, Koppel Borough mayor, and Beaver County Community Economic Development Office) to develop knowledge bases.
- pending resolution to adopt International Proper Maintenance Code per Mr. Bob Tate and Mrs. Tina Lampus's endorsement

- recommendation by ISO to adopt International Fire Code
- pending resolution to adopt annual municipal cost review to find if anything can be done less expensive
- CAC is asking council to appoint by resolution an independent auditor
- Looking for 25 emergency management operations plan with biennial schedule to review the plan
- Asking council to comply with the right to know law and appoint an agency open records officer
- Asking for resolutions to be on next month's agenda for discussion and action
- Currently have 22 SOGs to include in the municipal operations handbook
- Working towards grant administrator SOG which will assign someone to oversee all grants applied for
- Wants to work on adopting the international fire code and address fire prevention recommendations which have been mentioned multiple times
- Suggests recodification of ordinances every 10 years
- Mr. Bill Heaton suggests working on one thing at a time diligently then moving on to the next necessary item
 - o Mr. Farkas states CAC is trying to lay all problems out to council, and they can work on them in order of importance in the council's opinion
 - o Mr. Ryan Soisson asks for CAC's list of top priorities for council to address

Old Business

Streets, buildings, lighting & bridges, grounds & equipment – Jake Tate:

- Received phone call from PA one call

- When Mr. Jake Tate took over the position West Mayfield was only responding to 3% of all calls, response is now 100% with Mr. Jake Tate in charge
- Mr. Brian McNeely, borough road worker, is working on marking roads for paving

Buildings, Grounds & Equipment – Jake Tate: NO REPORT

Fire & Police – Ryan Soisson: NO REPORT

Sewers & Sanitation – Bill Heaton:

- Tru Plumbing will be working on replacing the line by the old foundry

Finance & Litigation – Jason Heaton:

- Mr. Jason Heaton states he's becoming too busy with work and personal obligations that he's putting in his resignation from council, he proceeds to hand Secretary/Treasurer Jenna White his keys and resignation letter

Ordinance: NO REPORT

Parks & Recreation – Jake Tate

- Saturday May 31st, 2025 West Mayfield Youth Baseball (WMYB) will be holding an event/tournament to kick off summer
- WMYB is sending over final signed agreement to secretary/treasurer Jenna White
 - Dugouts will be rehabbed on May 31st, 2025
 - All dugouts have been painted
 - Concession stand has been cleaned and prepared for season

President – Bob Tate: NO REPORT

Solicitor – Joe Budicak: NO REPORT

Mayor – Licia Cogley: NO REPORT

New Business

Streets, buildings, lighting & bridges, grounds & equipment – Jake Tate:

- GMC truck had battery related issue which has been fixed
- Ford is smoking, Mr. Brian McNeely checks oil and there's none. Proceeds to check with scanner and it's showing turbo issue
 - o Asks for permission for Mr. McNeely to tow Ford to Full Throttle Performance in Darlington to be worked on
 - o Mr. Bill Heaton makes a motion to reimburse Mr. McNeely for the price of the tow which is seconded by Mr. Ryan Soisson. The motion passes without objection.

Buildings, Grounds & Equipment – Jake Tate: NO REPORT

Fire & Police – Ryan Soisson:

- Chief Stowe reads fire report from BFFD for April 2025
 - o Apologies to Mrs. Brewer for the incident of hydrant flow into her yard publicly
 - BFFD will only flow test main hydrants rather than ones in tight areas like private yards
- Mr. Bill Heaton asks if the wires taken down by the storm were active
 - o Chief Stowe states there was one line that stayed active and BFFD stayed on scene until Duquesne Light showed up to shut the line down

Sewers & Sanitation – Bill Heaton:

- Mr. Bill Heaton asks Mr. Jake Tate for update on the sewage that ran into his yard from neighboring White Township
 - o He continues to have sewage leaking into his yard despite calling DEP and someone calling BFPD
 - o States DEP originally showed up and states White Township should handle issue since it's flowing into creek by ballfields
 - Mr. Ryan Soisson asks if borough should post signs stating unsafe water due to sewage leakage

- Mr. Bill Heaton states he'll call DEP and asks if signs should be posted at the creek at park
- Mr. Kevin Farkas states council has a duty to post signs and let the public know of sewage in creek despite DEP stating they'll handle it

Ordinance: NO REPORT

Finance & Litigation – Jason Heaton:

- Asks for list for bid for waste disposal

President – Bob Tate:

- Addresses general permit being \$60.00 for any permit necessary
 - Citizen applied for permit for deck 9 feet in the air which must be sent to Code-Sys
 - Any permit sent to Code-Sys requires 1% plus \$25.00 to be sent to the borough.
 - Will be contacting Code-Sys to get information regarding receiving payments
- Mr. Ryan Soisson makes a motion to appoint the two vacant seats on council to Mr. Justin Wichryk and Mrs. Candice Frantz which is seconded by Mr. Jake Tate. The motion passes without objection.
- Secretary/Treasurer Jenna White states that starting in June the council work session meeting will be the first Wednesday of every month and the regular council meeting will be the second Wednesday of every month.

Mayor – Licia Cogley: NO REPORT

Mr. Jake Tate makes the motion to pay the bills and ratify purchases made by committees which is seconded by Mr. Ryan Soisson. The motion passed unanimously.

Mrs. Jenna White asks if any citizens have any more comments, there's no further comments/concerns.

Mr. Bill Heaton makes a motion to adjourn at 8:10PM which is seconded by Mr. Jake Tate. The motion passes without objection.

Respectfully submitted,

Jenna White

Borough Secretary

West Mayfield Borough Work Session Meeting Minutes

4609 W 8th Ave Beaver Falls PA 15010

June 4, 2025

President Bob Tate called the meeting to order at 6pm followed by the pledge of allegiance.

Roll Call:

Mayor: Licia Cogley – Secretary/Treasurer: Jenna White

Council President: Bob Tate – Vice President: Bill Heaton (absent)

Council Members: Jacob Tate – Ryan Soisson (absent) – Justin Wichryk – Candice Frantz (absent)

The mayor delivered the oath of office to Justin Wichryk and those in attendance heard informative presentations by George Newsome/Stephanie Edwards of DCED and the Citizens Advisory Committee.

There was an insufficient number of council members present to conduct a public business meeting; therefore, no public business was conducted at this meeting. Due to a lack of quorum, the meeting was adjourned at 6:15PM.

This meeting will not be rescheduled because Council will hold its required regular monthly meeting on June 11, 2025.

Respectfully submitted,

Jenna White

Borough Secretary

West Mayfield Borough Regular Meeting Minutes

4609 W 8th Ave Beaver Falls PA 15010

June 11, 2025

President Bob Tate called the meeting to order at 6pm followed by the pledge of allegiance.

Roll Call:

Mayor: Licia Cogley – Secretary/Treasurer: Jenna White – Solicitor: Joe Budicak

Council President: Bob Tate – Vice President: Bill Heaton

Council Members: Jacob Tate – Ryan Soisson – Justin Wichryk – Candace Frantz

Mayor Licia Cogley starts the meeting by swearing in Candace Frantz as an interim council member. Mr. Ryan Soisson makes the motion to approve last month's meeting minutes, which is seconded by Mr. Jake Tate and the motion passes without objection.

Secretary/Treasurer Jenna White then reads the officer reports. Mr. Jake Tate makes the motion to accept the officer reports which is seconded by Mr. Ryan Soisson and the motion passes without objection.

Ms. Tina Lampus, zoning officer, states herself and Mr. Bob Tate, code enforcement officer, have had nine calls about high grass, two vehicles that needed to be relocated, two calls about people having trash in their yards that needed to be removed, and they've issued four permits. Mr. Bob Tate mentions a home on West 10th Street that has had previous complaints about the high grass is receiving multiple complaints again. He mentions the borough took the owner to court last year for the same issue and they never showed up to court. He states within the borough code we can clean up the property and place a lien on the property. Solicitor Joe Budicak states the borough will place a letter on the door of the property stating the owner has 15 days to clean up the property or else it will be cleaned up by borough workers and a lien then will be placed at that time. He states do not file for the lien after the first grass cutting and wait until the end of the year and file the lien based on the number of times the grass was cut by the borough plus all the labor and equipment costs. He says he'll type up a letter for Mr. Bob Tate to place on the door of the property.

Mr. Eli Kosanovich states he's rewriting the basic emergency operations plan due to no longer using West Mayfield Volunteer Fire Department. He states he'll be sending Mr.

Justin Wichryk and Mrs. Candace Frantz an email to do FEMA classes that are required to be completed to be a council member.

Secretary/Treasurer Jenna White states she spoke to Mrs. Candace Frantz who is now in charge of the park and says the toilets and sinks down at the park bathrooms are in rough shape and must be replaced. She spoke with Mr. Brian McNeely, a borough worker, and he says they can replace all three toilets, and both sinks for approximately \$318.00. Mr. Bill Heaton makes the motion to replace them which is seconded by Mr. Jake Tate, and the motion passes without objection. Mrs. Jenna White also states that the manager at First National Bank, where the boroughs account is held, wants to have a meeting with a financial advisor since the borough has a significant amount of money that could be invested. She states anyone on council can attend the meeting when it's scheduled.

Mr. Bill Heaton makes a motion to go to citizens comments which is seconded by Mr. Jake Tate, the motion passes without objection.

Citizens Comments

Kathy Brewer – 3628 Matilda St:

- Complaint on West 6th Ave that an area of the road that was repaired by the Beaver Falls Water Authority last year is sinking, she asks for someone to go look at it
 - Mr. Jake Tate says the Water Authority placed temporary patches on all fixes they completed and they are now coming around and properly finishing the roads
- Looking for update on when the borough renews or changes trash companies what will happen with bills for people who don't live in the borough full time but are still getting billed by Aiken Refuge even though they aren't receiving garbage service
 - The council members will be making a list of requests for the new contract and Mr. Kevin Farkas will be posting a survey regarding the trash service on the borough Facebook page and all questions will be answered at that point
- Needs copies of permits for additions that are sent into the courthouse, which Mrs. Jenna White states she'll provide for her

Citizens Advisory Committee (CAC) – Kevin Farkas:

- Suggests everyone read the newest edition of Borough News
 - There will be an SOG for solicitation permits in the borough
 - There were concerns about people walking around soliciting for a religious group, which they do not require a permit to do so
 - No one can approach a home with a sign or sticker stating “no soliciting” for any reason
 - States borough could provide signs or stickers to citizens if desired
 - Asks if Mrs. Jenna White submitted to DCED the new fire escrow ordinance which she did
 - States the borough must send in registration form to office of open records for Mrs. Jenna White to be the new AORO for the borough
- Has created the survey that will be posted on the borough’s Facebook page pending approval from council
- George Newsome reached out:
 - stating council needs to create a vision list for the borough to move forward with DCED help
 - council must have a discussion regarding state of finances in the borough such as revenues vs. expenditures
 - there’s peer mentoring assistant services that the DCED provides such as help for the secretary/treasurer
 - strategic management planning program which could get 50/50 match of grants
 - states he’s willing to run point with Mrs. Jenna White to get the borough working with the DCED for grants and everything else they’re willing to help with
- Comcast franchise contract
 - Was stated previously at the July 2020 meeting that West Mayfield Borough should possibly receive up to 5% for the franchise fee rather

than the 3% the borough gets, borough didn't negotiate to get the 5% therefore we've lost out on \$78,000 over 10-year contract

- Clause in contract stating borough could possibly reopen contract to renegotiate but it would cost the citizens more money but get borough more revenue if both parties agree to reopen it
- Historical and Archival Records Grant
 - Permission to apply for grant which the state gives money to municipalities to get their records in order such as photographs, documents, etc. Mr. Farkas says members of the CAC are willing to apply for the grant on behalf of council.
- Next month will be calling on council to approve resolutions:
 - directing the creation of a municipal budget appropriations policy
 - directing the creation of municipal onboarding/offboarding policy
 - directing the creation of a public meeting in the rules of decorum policy

Old Business

Streets, buildings, lighting & bridges, grounds & equipment – Jake Tate:

- Mr. Brian McNeely has been working on the list and has marked out roads to create a bid for Widmer Engineering to get together for street paving
- Responded to two trees down in the month
- Trash picked up from Earth Day cleanup from volunteers
- Truck is fixed, problem was a crank case ventilation filter
- Craig St. Alley resurfaced
- Dug trench on Harbinson and filled with big stone to hopefully prevent more erosion

Fire & Police – Ryan Soisson: NO REPORT

Sewers & Sanitation – Bill Heaton:

- Borough workers need to patch the ground where fence was fixed previously
- Mr. Heaton states he will take list of streets needing paved and figure out how much it'll cost so council can decide what's most important to get done

Finance & Litigation – Justin Wichryk:

- According to borough code council is supposed to be passing a resolution each year to appoint an independent auditor each year, which the borough is doing an independent audit each year just not by resolution
 - o Mr. Jake Tate makes a motion to sign a resolution agreeing every year we will do a new resolution to appoint an independent auditor, which is seconded by Mr. Ryan Soisson and the motion passes without objection.
- States Mrs. Jenna White has already been completely the AORO obligations but should be registered with the state as the AORO officially
 - o Mr. Jake Tate makes a motion to appoint Mrs. White as the official AORO, which is seconded by Mr. Ryan Soisson and the motion passes without objection.

Ordinance – Bob Tate:

- Asks to send out possible landlord fee resolution to be sent to all council members to read over and make wanted changes so it can be passed at next months meeting

Parks & Recreation – Candace Frantz:

- Mr. Jake Tate states WMYB has purchased brand new drag system for fields
- WMYB painted all dugouts and concession stand
- Roof on dugout with hole has been replaced
- \$400.00 concession deposit has been received and deposited into general fund
- WMYB is asking for borough workers to remove red rock on field 2 to replace with thinner sand so it's safer for the kids, which is approved

President – Bob Tate:

- Working on simplifying the permit fees page so the borough can receive the proper amount of money owed
 - o Will bring new permit fees to council meeting next month to be passed by council
- Policy resolution to bring current EOP to table to be approved and biennial review of EOP
 - o Mr. Jake Tate makes motion to approve, which is seconded by Mr. Justin Wichryk and the motion passes without objection.

Solicitor – Joe Budicak: NO REPORT

Mayor – Licia Cogley: NO REPORT

New Business

Streets, buildings, lighting & bridges, grounds & equipment – Jake Tate:

- Diesel truck purchased is not supposed to sit around and idle as it is used for borough use, Mr. Jake Tate mentions placing diesel trucks up for sale on municibid and purchasing gas truck to replace it which everyone agrees to list it and see what happens for next month's meeting
 - o Mr. Bob Tate makes the motion to list the diesel truck for sale, which is seconded by Mr. Justin Wichryk and the motion passes without objection.

Fire & Police – Ryan Soisson:

- Break in at old Christian school which has been handled by BFPD

Sewers & Sanitation – Bill Heaton:

- Asks if a private residence must dig into alley way to fix sewer line if a permit is required
 - o Mr. Bob Tate states to charge the citizen for the permit and to return the permit fee if it's replaced properly
- Expresses concern about lack of people on council ballot
 - o Asks if number of council can be reduced

- Solicitor Joe Budicak states it can be reduced but it'll place more work on the remaining members
- Mr. Bob Tate states if people are not written in then council can appoint people for the spots
- Mr. Bob Tate states council needs to accept Mr. Jason Heaton's resignation from last month
 - Mr. Jake Tate makes the motion to accept Mr. Jason Heaton's resignation, which is seconded by Mr. Ryan Soisson and the motion passes without objection.

Finance & Litigation – Justin Wichryk: NO REPORT

Ordinance – Bob Tate: NO REPORT

Parks & Recreation – Candace Frantz: NO REPORT

President – Bob Tate: NO REPORT

Solicitor – Joe Budicak: NO REPORT

Mayor – Licia Cogley: NO REPORT

Mr. Jake Tate makes the motion to pay the bills and ratify purchases made by committees which is seconded by Mr. Ryan Soisson. The motion passed unanimously.

Mr. Bob Tate states the meeting is adjourned at 8:19PM.

Respectfully submitted,

Jenna White

Borough Secretary

West Mayfield Borough Works Session Meeting Minutes

4609 W 8th Ave Beaver Falls PA 15010

July 2, 2025

President Bob Tate called the meeting to order at 6pm followed by the pledge of allegiance.

Roll Call:

Mayor: Licia Cogley – Secretary/Treasurer: Jenna White

Council President: Bob Tate

Council Members: Jake Tate--Ryan Soisson–Justin Wichryk

Citizens Comments:

Michael Orlowski (100 Ross Avenue): Observed sewer line collapsing on Railroad St.

Citizens Advisory Committee:

Results of Community Survey: Trash Collection. DCED interest in working with Borough on municipal management and community/economic development. High cost of public advertising. Results of LED lighting program led by Jim Bostek., Need to convene Vacancy Board. Need for municipal training.

General Discussion:

President Bob Tate: Schedule of Fees. Cell tower buyout. Review of code enforcement activities.

Justin Wichryk: Update on renegotiating Comcast cable franchise fee. Intention to introduce resolution appointing AORO at next meeting. Street maintenance grant for alleys. Pending Aqua settlement monies. Investing public monies. Need for fiscal management policies.

Jake Tate: Current storm water issues. Hiring PW laborer. Interest in seeking small paving projects. WMYB activities

BST Jenna White – Intent to seek salary increase & need for executive session to discuss. Contact with Tracy Popovich to discuss lowering municipal insurance costs. Investment rates for funds.

Zoning Officer Tina Lampus: Council needs to move on proposed Rental Property Ordinance.

Mayor Cogley: Interest in amber caution light near Corner Tavern.

Adjourn:

President Tate adjourns the meeting without objection at 7:32PM.

Respectfully submitted,

Kevin Farkas

Acting Recording Secretary

West Mayfield Borough Regular Meeting Minutes

4609 W 8th Ave Beaver Falls PA 15010

July 9, 2025

AMENDED REGARDING EXECUTIVE DISCUSSION HELD BEFORE REGULARLY SCHEDULED MEETING IN CAPITALIZED AND UNDERLINED STATEMENT.

There was an executive session REGARDING SALARY DISCUSSION that began at 5:30PM and ended at 5:55pm before the regularly scheduled council meeting.

President Bob Tate called the meeting to order at 6pm followed by the pledge of allegiance.

Roll Call:

Mayor: Licia Cogley – Secretary/Treasurer: Jenna White – Solicitor: Joe Budicak

Council President: Bob Tate – Vice President: Bill Heaton

Council Members: Jacob Tate – Ryan Soisson (absent, excused) – Justin Wichryk – Candice Frantz

Mr. Jake Tate makes a motion to approve June's meeting minutes which is seconded by Mr. Bill Heaton and passes without objection. Mr. Jake Tate states he has two changes for tonight's agenda: 1. Tree down 2. Plugged up storm drain on Patterson. Mr. Bob Tate states there will be another executive session after the meeting as well, cell tower sell update, fence quote for the park. Mr. Justin Wichryk makes a motion to approve tonight's agenda with the changes which is seconded by Mr. Jake Tate and passes without objection.

Secretary/Treasurer Mrs. Jenna White then reads the officer's reports. Mr. Jake Tate makes a motion to approve the officer's reports which is seconded by Mrs. Candace Frantz and passes without objection.

Zoning officer, Mrs. Tina Lampus, states following up with a question that was asked regarding firework usage in the borough. She states there's a \$300.00 fine if fireworks are lit off inappropriately which is enforced by code enforcement. Mr. Jake Tate states there were three separate instances where what was believed to be fireworks going off after midnight but was actually half sticks of dynamite being lit off on Brooks Street which he approached the person and had a positive conversation regarding the incidents. Chief Johnson of BFPD states if the situation escalates or happens again BFPD could handle it if need be. was selling ballet classes, and he asked where his permit was, and the man took off, so he called BFPD. The officer asked if he had a permit and he stated he had one for Aliquippa to which the officer replied he is not in Aliquippa and is to leave the borough. Chief Johnson says you could request the officer to give a citation to the unpermitted soliciting if desired.

Mr. Bob Tate states he's sent a certified letter to a citizen on West 9th Avenue that they've refused to accept. Next step he will place a copy of the letter on her door stating she has until July 16th, 2025 to get the grass cut or else the borough will be cutting the grass at her expense. Solicitor Joe Budicak says for Mr. Bob Tate to keep track of all charges and at the end of the year the citizen will receive a lien on their property.

Citizens Advisory Committee (CAC)

Kevin Farkas

- States there's an address mistake on the office of open records website, Secretary/Treasurer Jenna White says she'll contact them to fix it.
- Asks for boroughs EIN number to complete application for grant for historical records, Mrs. White says she'll provide it.
- Vacancy Board will need to take place considering there's no interest from citizens in joining council. States he spoke with Gayle Hironimus and she has interest in being the chair of the vacancy board.
- Suggests 2 hours a month be spent by each council member on recording training for their specific role.

Mr. Bill Heaton makes a motion to move to citizens' comments which is seconded by Mr. Jake Tate and the motion passes without objection.

Citizens Comments

John Beyers – 705 Lennox Ave:

- Dead tree close to falling on corner of Rock Avenue and Mayfield Road which is borough property, Mr. Jake Tate says he'll send the road workers to look at it.
- Concern of road washing out underneath pipe on Patterson Avenue. Mr. Jake Tate states that is not the case and it's simply from all the rainwater coming down from interstate 376 which is making the ground saturated with water. Mr. Jake Tate says he even sent the workers down to check the pipe to be sure there were no holes in the pipe causing the water, which there was not. It's just damp ground that's settling and sinking.

Kathy Brewer – 3628 Matilda St:

- Suggests sending regular mail as well as certified mail for earlier mentioned house with tall grass on West 9th Avenue since if it doesn't get sent back to the post office for address being incorrect for citizen then it is assumed she has received the letter and opened it rather than just refusing the certified mail.
- The possible buyer of Standard Steel backed out. Mrs. Brewer says she has the name and number of person to speak to if anyone hears of anyone being interested in purchasing it.

Old Business

Jacob Tate – Streets, Lighting & Bridges, Building & Grounds:

- Widmer Engineering said \$3,500.00 will be the cost for a bid package preparation for street paving for 2025 which includes the communication for the district bid, tabulation, recommendation letter, bid award letter, final bid package preparation signed by both parties and notice to proceed letter. Widmer Engineering asks for all information such as street names and start/stop points to include in bid. Widmer Engineering will also put bid on their website for companies to bid on there directly. Mrs. Candice Frantz makes a motion to send the information to Widmer Engineering to start the bid package process which is seconded by Mr. Bill Heaton and the motion passes without objection.

- Waiting to post truck on Municibid until closer to end of year.

Ryan Soisson – Fire & Police: NO REPORT

Bill Heaton – Sewers & Sanitation: NO REPORT

Justin Wichryk – Finance & Litigation:

- Explains Mrs. White already sent in information to Office of Open Records to be appointed the official Open Records Officer of the borough.
 - o Mr. Jake Tate makes a motion to appoint Mrs. White be the official officer by resolution which is seconded by Mr. Bill Heaton and the motion passes without objection.
 - o Mr. Justin Wichryk makes a motion to approve the policy put in place to have an Open Records Officer officially named which is seconded by Mrs. Candice Frantz and the motion passes without objection.

Candice Frantz – Parks & Recreation:

- Mr. Jake Tate says there was a softball organization that expressed interest in renting our fields, but they are no longer interested.
- West Mayfield Youth Baseball sprayed the fields for weeds twice in the last week.

Solicitor Joe Budicak: NO REPORT

Mayor Licia Cogley: NO REPORT

New Business

Jacob Tate – Streets, Lighting & Bridges, Buildings & Grounds:

- Tree down on Mayfield Alley that fell from borough property made contact with a house, damage is unknown at this time.
 - o If the homeowner's insurance company doesn't want to hire someone out to do it the borough workers will clean up the tree if they're able, if not the borough will have to pay a professional company to clean it up.
- There's a clogged pipe on Patterson Avenue that the borough workers attempted to unclog today but were unable to. It appears to be filled with sediment and debris causing the back up. He will look into a solution and get a price estimate from a professional company by August's meeting.

- The creek water is rising dangerously close to the covered bridge at the park which he will be looking into a solution for that as well.
- A man stopped at the borough building and left an aerial view picture of West Mayfield that he took which is available for purchase for \$195.00. Council unanimously decides although it is a nice picture that it will be purchased.
 - o Mr. Kevin Farkas suggests it would be a good idea to get an aerial picture at some point for the historic purpose.

Ryan Soisson – Police & Fire: NO REPORT

Bill Heaton – Sewers & Sanitation:

- Sewer line plugged up on June 21st on West 5th Avenue. Robinson Pipe Cleaning cleaned out the line and the main culprit of the clog was roots running through the pipe in three different places. They were able to clear it completely.
- Still waiting on update from Tru Plumbing on replacing pipe in the alley of the foundry. Mr. Bob Tate states he'll reach out for an update.

Justin Wichryk – Finance & Litigation:

- Still attempting to reach out to Comcast regarding the franchise fee to be raised.
- Mr. Bob Tate states the manager of the bank will be reaching out regarding ideas to invest money from the general fund.

Ordinance – Bob Tate: NO REPORT

Candice Frantz – Parks & Recreation:

- Mentions having community days with a lower vendor fee possibly \$25.00-\$50.00 to entice more vendors to participate.
- Mr. Brian McNeely, borough worker, states there will be a car cruise on August 30th, 2025 and they're looking for vendors to participate.
- Offers to meet potential renters of the park at all of the shelters to possibly rent out as many shelters as possible every weekend day available.
- Mrs. Frantz husband works at Moanaca Lowe's and could receive possible discount on paint and supplies needed.

Bob Tate – President:

- Reached out to Diamond Communications in regard to their \$331,000 offer to buy out cell tower contract and offered \$400,000 counteroffer and is waiting to hear back on counteroffer.
- Received \$18,000 quote to fix fence at baseball field that a tree fell on. Mrs. White will send quote to insurance company.
- Mr. Brian McNeely, borough worker, says there's a pipe that's overflowing on the borough building's property and it will need to be replaced since it's flowing into garage of neighboring house. He states it will cost roughly \$600.00 to fix the pipe. Mr. Jake Tate makes a motion for Mr. McNeely to fix the pipe which is seconded by Mrs. Candice Frantz and the motion passes without objection.

Solicitor Joe Budicak – NO REPORT

Mayor Licia Cogley – NO REPORT

Mr. Jake Tate makes a motion to pay the bills and ratify all purchases made by committees which is seconded by Mr. Bill Heaton and the motion passes without objection.

Mr. Bill Heaton makes a motion to accept Gayle Hironimus as the vacancy board chair if council fails to find anyone to fill empty seats which is seconded by Mr. Jake Tate and the motion passes without objection.

Mr. Jake Tate makes a motion to go into executive session at 7:04PM regarding the settlement of Beaver Falls Municipal Authority and Aqua vs. West Mayfield, Patterson Township, Patterson Heights and White Township. The motion is seconded by Mrs. Candice Frantz and passes without objection.

Mr. Bob Tate states the meeting is adjourned at 7:30PM.

Respectfully submitted,

Jenna White

Borough Secretary

West Mayfield Borough Regular Meeting Minutes

4609 W 8th Ave Beaver Falls PA 15010

August 28th, 2025

President Bob Tate called the meeting to order at 6pm followed by the pledge of allegiance.

Roll Call:

Mayor: Licia Cogley – Secretary/Treasurer: Jenna White – Solicitor: Joe Budicak

Council President: Bob Tate – Vice President: Bill Heaton

Council Members: Jacob Tate – Ryan Soisson (absent, excused) – Justin Wichryk – Candice Frantz (absent, excused)

Mr. Bill Heaton makes a motion to approve July's meeting minutes, which is seconded by Mr. Jake Tate and the motion passes without objection. Secretary/Treasurer Jenna White mentions she needs to add some correspondence to the agenda. Mr. Jake Tate mentions he needs to add to the agenda the ordering of salt. Mayor Cogley adds she needs to speak about some property located near the building. Mr. Jake Tate makes a motion to approve the agenda including the changes which is seconded by Mr. Wichryk.

Secretary/Treasurer Mrs. Jenna White then reads the officer's reports. Mr. Bill Heaton makes a motion to approve the officer's reports which is seconded by Mr. Jake Tate and passes without objection.

Correspondence

- Gerald Knowlton put in his two week notice on August 21st, 2025 and his last day will be September 5th, 2025.
- Duquesne Light will be pruning trees for line clearance in 2026, roads marked with yellow paint already.
- Email from PLGIT stating investment rates have gone up from 4.15 to 4.22.
- Letter of intent from John and Joyce McAdoo.
 - o Mr. Jake Tate makes a motion to swear in Mr. John McAdoo for the vacant seat on council which is seconded by Mr. Justin Wichryk.

- Mr. John McAdoo is then sworn in to council by Mayor Cogley.
- Application received for open borough road worker position
 - Mr. Jake Tate will be calling and speaking to him regarding the position

Zoning Officer Report – Tina Lampus: none

Code Enforcement Officer Report – Bob Tate:

- High grass cut on West 9th Avenue by borough employees
 - Solicitor Joe Budicak states to keep a running tab on how long it takes to cut grass there also including wear and tear on equipment and to send it all to Secretary/Treasurer Jenna White to submit for the lien against the property at the end of 2025.

Emergency Management Report – Eli Kosanovich:

- Asking for permission to have community engagement sessions at borough building on 9/6/2025, 9/17/2025 and 9/27/2025
 - Meeting will address what citizens can do to get themselves prepared in case of emergency and gather information regarding emergency management
- Purchasing handheld radios from former West Mayfield Volunteer Fire Department (WMVFD)
 - Will need to pay former WMVFD 25% of the cost of radio
 - Asking county commissioners for blessing as well

Secretary/Treasurer Report – Jenna White:

- In need of new typewriter in the cost of \$267.69
- Mr. Jake Tate makes a motion for Mrs. White to purchase a new typewriter which is seconded by Mr. Bill Heaton. The motion passed unanimously.

Citizens Advisory Committee (CAC)

Kevin Farkas:

- Thanks Mr. Heaton for sending sewer data that's been collected over Mr. Heaton's term that Mr. Farkas has added to database
- Spoke with director of election bureau and sent over how many seats need to be filled at November election (three 2-year terms and three 3-year terms)
- States CAC will be having a town hall with an online survey and possibly a paper survey regarding developing a vision for West Mayfield for George Newsome from DCED
- Vulnerability to power outage survey will be closed 9/1/2025.
- Sent memo and draft from CAC regarding landlord ordinance the has decidedly will be discussed at workshop meeting on 9/3/2025
 - o Solicitor Joe Budicak suggests we vote off voting of landlord ordinance from agenda on 8/28/2025
 - Mr. Jake Tate makes a motion to not vote on proposed landlord ordinance which is seconded by Mr. Justin Wichryk. The motion passes unanimously.

Citizens Comments

Mr. Bill Heaton makes a motion to go to citizens' comments which is seconded by Mr. Jake Tate.

Mrs. Joyce McAdoo (Sand Alley)

- asks for sign on Sand Alley to be moved based on struggle to read especially for medical personnel

Kathy Brewer (Matilda St)

- asks if received proposal from JMA to do audit for borough
 - o Mrs. Jenna White states yes she received notice from JMA requesting to do audit again even though Mrs. Brewer states school will no longer be performing audit on collection of taxes

Nora Soos (37th St EXT)

- Shelter rental on 9/6/2025 still has not heard from Mrs. Candice Frantz regarding collection of deposit/rental fee or to sign park shelter rental

contract. Mrs. White states she'll contact the renter and get it handled immediately.

- There was a rental at shelter 2 on 8/23/2025 where the bathroom doors were left unlocked and the electric was left on (electrical box was left unlocked as well)
- Informed Mrs. Frantz when seen on 8/25/2025 coming to lock everything back up that if there was any damage the borough would be responsible not the shelter renter on 8/23/2025 because the property wasn't locked up at the appropriate time.
- States someone who rented park had the kitchen unlocked for them without paying the additional \$30.00 fee to use it
- Seen Aiken Refuge trash man at dumpster at park, he says the dumpster is rarely full therefore Mrs. Soos is asking council to look into getting smaller dumpster at park especially since dumpster isn't used from October to May since there are no park rentals
 - Mrs. White states she'll call Aiken to remove the dumpster at the end of park rental season and order a smaller one for next season.
- Suggests changing shelter lights because they're flashing all day long due to age
 - Mr. Jake Tate says Mr. Brian McNeely, borough worker, will replace lights as soon as possible.

Susan Wood (3524 W 3rd Ave)

- Town Hall meeting on 9/25/2025 at West Mayfield Parkn at 6PM
 - Asks for council's presence as well as borough officials
 - Looking for community involvement with 50/50 raffle, cookies and refreshments
 - Mr. Bob Tate asks Mayor Cogley to ask fire department to post townhall meeting on the sign on 37th St Ext

Old Business

Jacob Tate – Streets, Lighting & Bridges, Building & Grounds:

- Planning on getting rid of snowplow truck before winter but turbo went out and it's at Full Throttle Diesel shop to be worked on with a bill of \$3,000.00 currently
 - o Once truck is fixed and returned it will immediately be cleaned and listed for sale along with the other pickup truck previously agreed upon to sell
- Truck was hit at stop sign on Shenango road by Mr. John porta potty rental truck
 - o Received two estimates, one for \$2,925.60 and \$3,038.64 which will be submitted to Mr. John's Porta Potty rental company's insurance company to get a check to fix the trucks bumper

Ryan Soisson – Fire & Police: NO REPORT

Bill Heaton – Sewers & Sanitation:

- Mr. Jake Tate and himself marked roads that needed paving immediately which was sent to Widmer Engineering and waiting for response for bid package
- Mr. Jake Tate mentions all of the storm drains behind borough building have been replaced that was causing flooding at neighboring house
- Tru Plumbing has replaced line under Craig St Alley and placed a cleanout in middle of alley
- Asks to figure out GPS coordinates of all cleanouts and manholes in borough
 - o Mr. Jake Tate states all the storm basins and outfalls are on google account and given to Widmer Engineering

Justin Wichryk – Finance & Litigation:

- Reached out to contact at PNC Bank regarding investments, will wait to get more information on how much we want to invest before further speaking with them

Candice Frantz – Parks & Recreation:

- Mr. Bob Tate asks if borough has received insurance check to fix baseball fence that was destroyed by falling tree, Mrs. White states she

just received mail and will let everyone know when the check is received and Mr. Bob Tate can call fence company to fix it

- Mrs. White states Mr. Bob Tate has brought it to her attention that Mrs. Frantz has stated being part of council and heading Parks & Recreation board is more of a commitment than she can handle right now.
 - o Mrs. White has offered to take back over paperwork (park shelter contracts, receiving deposits and shelter rental fees, etc.) while Nora Soos (member of volunteers for West Mayfield Park) has volunteered to unlock/lock bathrooms and electrical box for rentals and make sure it's cleaned properly

President Bob Tate:

- Diamond Communications sale (cell tower sale)
 - o Offered \$339,000 to buyout contract, Mr. Bob Tate has gotten them up to \$400,000
 - o Heard from another company asking to see contract to possibly outbid Diamond Communications
 - o Mr. Bill Heaton questions if we'll be selling the property that the cell tower is located in is in the buyout of the contract
 - Solicitor Joe Budicak states he'll look at Diamond Communications contract and determine if that's the case
 - o Mrs. Kathy Brewer states Diamond Communications is currently paying property tax which Solicitor Joe Budicak states is more than likely in the yearly contract

Solicitor Joe Budicak:

- Litigation between West Mayfield, Patterson Township, Patterson Heights and White Township and Beaver Falls about Aqua purchasing Beaver Falls Municipal Authority has been settled
 - o Borough will receive \$654,570.00 in which \$472,745.00 is unrestricted funds and \$181,825.00 that is restricted to only being spent on capital improvements on sewer infrastructure

- In addition to receiving funds there is a lock placed on sewer rates for three years
 - Mr. Wichryk makes a motion for Mr. Bob Tate to sign his approval to receive the \$654,570.00 settlement check with is seconded by Mr. Bill Heaton and the motion passes without objection

Mayor Licia Cogley: NO REPORT

New Business

Jacob Tate – Streets, Lighting & Bridges, Building & Grounds:

- Received application for borough worker position posted on West Mayfield's Facebook page
 - Would be super happy to have him work for the borough
 - States he's overqualified based on employment history and lives in Monaca which could lead to issues during snow removal in the middle of the night come wintertime
 - Will reach out to applicant regarding position
- Mr. Bob Tate asks if anyone is opposed to taking down the flags of former military members on flag poles going up 37th Street immediately after Labor Day which no one disagrees with therefore it's agreed upon to take them down
- Will be ordering six triaxle loads of salt for the upcoming winter season

Ryan Soisson – Fire & Police:

- Mrs. White reads Beaver Falls Fire Chief report
 - 211 hours of training
 - \$2,000 in fire loss at fire on West 7th Avenue

Bill Heaton – Sewers & Sanitation:

- CAP Report
 - Completes report three times a year (in January regarding plans for the year, in July stating what the borough accomplished so far

and in December stating what borough has competed during the year)

- States since we've received confirmation of settlement from City of Beaver Falls in regard to the selling of Beaver Falls Municipal Authority to Aqua, we can use funds restricted to sewer line repairs which must be reported by March 30th of every year
- Received email inviting himself and anyone on council to a meeting regarding CAP Report on September 2nd, 2025 between 9-9:30AM
- Mr. Bob Tate states Mr. John McAdoo will be on Sewers & Sanitation committee
- States concern of no one being on ballot officially, only by write in vote only
 - Mentions possible merging with neighboring municipalities
 - Merging with Beaver Falls at possible tax rate of 6% and Chippewa Township possible tax rate of 2.6%
 - Solicitor Joe Budicak states even if merge takes place, it will be an estimated 18 months to 2 years before merge would even officially happen

Justin Wichryk – Finance & Litigation:

- Asks if there's any restriction on placing funds received from Aqua sale settlement into account that accrues interest to which Solicitor Joe Budicak states there's no restrictions of any of the settlement money regarding investment opportunities at all only what a portion of the money must be spent on repairing of sewer lines
- States rather than possible merger previously mentioned, the borough has options to save money in other ways such as reducing council, hire borough manager, etc.
 - Mr. Kevin Farkas states it would be prudent to go through STAMP process with Mr. George Newsome as previously mentioned to see what option makes most sense for the borough
- Dirt Gravel Low Volume Road Grant
 - Spoke to woman in Conservation District who heads projects regarding repaving of low volume roads in communities with the community only paying for the pavement itself (not any labor costs associated) and mentions sending Mr. Brian McNeely to

class regarding the grant to which Mr. McNeely states he believes he already has training from previous employment

Candice Frantz – Parks & Recreation: NO REPORT

Solicitor Joe Budicak: NO REPORT

Mayor Licia Cogley:

- Mr. Bill Heaton will contact employee at Bar Residential to remove two propane tanks left on property that she'd received complaints about

President Bob Tate:

- Reminds everyone of car cruise being held at West Mayfield Park on August 30th, 2025

Mr. Jake Tate makes a motion to pay the bills and ratify all purchases made by committees which is seconded by Mr. Bill Heaton and the motion passes without objection.

Mr. Bob Tate states the meeting is adjourned at 7:28PM.

Respectfully submitted,

Jenna White

Borough Secretary

West Mayfield Borough Work Session Meeting Minutes

4609 W 8th Ave Beaver Falls PA 15010

September 3, 2025

Call to Order:

Meeting called to order at 6pm followed by the pledge of allegiance.

Roll Call:

There was an insufficient number of council members present to conduct a public business meeting; therefore, no public business was conducted at this meeting. Due to a lack of quorum, the meeting was adjourned at 6:15PM.

Respectfully submitted,

Kevin Farkas
Acting Recording Secretary
Municipal Website Admin

West Mayfield Borough Regular Meeting Minutes

4609 W 8th Ave Beaver Falls PA 15010

September 10th, 2025

President Bob Tate called the meeting to order at 6pm followed by the pledge of allegiance.

Roll Call:

Mayor: Licia Cogley – Secretary/Treasurer: Jenna White – Solicitor: Joe Budicak

Council President: Bob Tate – Vice President: Bill Heaton

Council Members: Jacob Tate – Ryan Soisson (absent, excused) – Justin Wichryk – Candice Frantz (absent, resigned) – John McAdoo (absent, excused)

Mr. Jake Tate makes a motion to approve the agenda which is seconded by Mr. Wichryk. The motion passes without objection.

Secretary/Treasurer Mrs. Jenna White then reads the officer's reports. Mr. Jake Tate makes a motion to approve the officer's reports which is seconded by Mr. Bill Heaton and passes without objection.

Correspondence

Secretary/Treasurer Jenna White states Mr. Kevin Farkas sent her an email on May 11th, 2025, regarding possible unclaimed property in the state of Pennsylvania for the borough. Mrs. White applied for more information on behalf of the borough and received notification that the borough has received a direct deposit of \$365.27 for unclaimed checks previously sent to the borough.

Secretary/Treasurer Jenna White states the borough has renewed their workman's compensation insurance through PIRMA, therefore they've sent package over and she'll forward the email to Mr. Farkas to post on the borough website for everyone to read.

Zoning Officer Report – Tina Lampus: none

Code Enforcement Officer Report – Bob Tate:

- 1 building permit

- 1 occupancy permit
- 1 contingent permit
- Mr. Brian McNeely, borough worker, cut grass on nuisance property on West 9th Street, which is being kept track by Mrs. White to keep record to place lien on property at the end of 2025

Emergency Management Report – Eli Kosanovich

- Will email copy of emergency management operation plan to all of council
 - o States even though he is the coordinator it is council's responsibility for emergency management including NIMS classes, IS 100 & 700 which he will include links to with email for emergency management operation plan
 - Mr. Bill Heaton states if classes aren't completed by council and a natural disaster happens, FEMA will not provide relief funds to borough
 - States on Mr. McAdoo needs to complete classes since he just joined council
 - o States emergency management plan is highly dependent on Beaver Falls police and fire which means full cooperation from council to work through natural disasters.
 - o Will look into MOA agreements for community evacuation plans in case of natural disaster
 - o Received official letter from Governor Josh Shapiro officially naming Mr. Eli Kosanovich as Emergency Management Coordinator

Secretary/Treasurer Report – Jenna White:

- Deposited money received from funds received from settlement from the sale of Beaver Falls Municipal Authority to Aqua including restricted funds in the amount of in separate account
 - o Balance in accounts as of 9/10/2025:
 - General Fund: \$1,099,325.77
 - Restricted Funds: \$181,000.00

Citizens Advisory Committee (CAC)

Kevin Farkas:

- Thanks Mr. Eli Kosanovich for completing revised emergency operation plan which was passed by resolution in June 2025 for the plan to be completed by September 2025
 - o Reminds council to approve of plan by December 2025 by resolution and to reapprove biennially
- Mr. George Newsome reached out from DCED to mention strategic management planning program (STMP) that could offer possible financial improvements to the borough
 - o Mr. Farkas suggested the borough revisits STMP program later due to turnover in council
- Town hall on September 25th, 2025 regarding getting community together to discuss what's important to the borough regarding the future
- States regarding landlord ordinance the CAC feels they've stated their opinion on what should be changed in the ordinance for citizens to feel comfortable in email to all of council
- Executive session on July 9th, 2025 was not handled appropriately according to Sunshine Act
 - o Suggests amending minutes to state reason for executive session
 - o Must make decision via motion and vote publicly, not in executive session
 - Mrs. White states she will amend minutes, apologizes for being unaware of having to state what an executive session is about
 - Solicitor Joe Budicak clarifies you do not specifically have to say what's being spoken about only a general statement regarding discussion
 - o Mrs. White states council and herself made a mistake on not voting on the raise for herself that was agreed upon in executive session on July 9th, 2025

- Solicitor Joe Budicak suggests amending the agenda for tonight to reflect voting on Mrs. White's raise in salary
 - Mr. Justin Wichryk makes the motion to amend tonight's agenda to vote on the salary raise of secretary/treasurer Jenna White retroactively to August of 2025, which is seconded by Mr. Jake Tate and the motion passed unanimously.

Citizens Comments

Nora Soos – 37th St:

- Community service volunteer account purchased new fridge for park shelter in the amount of \$680.00
- Painting is almost complete of all bathrooms and kitchen, renters were extremely happy with changes
- Relocated all borough property from kitchen to storage shelter to be able to rent out kitchen for \$30.00 additionally to shelter rental fee
 - Questions if the 33 scheduled park rental fees goes into park and recreation fund to which Mrs. White states yes
- Replaced lights in kitchen and asks for permission to purchase more lights for bathroom to which Mr. Bob Tate tells her yes
- Asks for council to price replacing shelter stalls in bathrooms at the park
- States rental price of smaller shelter #1 should be lowered to \$50.00 rather than the same price as bigger shelter #2 at \$100.00
 - Mrs. White states she will update park rental contract to reflect changes and send it over to Mr. Farkas to upload to borough website
- Mrs. Kathy Brewer suggests if rental application is received within small time frame from actual rental date the deposit should be required to be cash or cashier's check
- States swings need replaced and Mr. Jake Tate says he believes extra swings are available and he will look into it and replace them if we have them

- Mrs. Tina Lampus questions if all equipment/borough property located at park shelters are covered by insurance in case of damage/theft which is confirmed to be true

Kathy Brewer – Matilda St:

- Car cruise held at park raised \$1,407.00 towards parks & recreation fund

Mayor Cogley thanks Nora Soos, Sheryl, Bob and other volunteers who helped paint park bathrooms and kitchen

Old Business

Streets, Lighting & Bridges – Jacob Tate:

- Mr. Bill Heaton and himself have been in discussion with Widmer Engineering who is collecting bids for street paving in the borough
 - o Widmer believes borough can pave more than was bid out with funds available to which a “phase 2” of bid process will be potentially put out to the public to be bid on depending on bids received and money left over in boroughs budget
- Ford truck is still in shop
 - o turbo has been replaced
 - o replaced injector
 - o compression test has shown one cylinder is 100 pounds lighter than the others therefore a leak down test must be done which should give answers as to what needs to be fixed
 - o other truck has been cleaned and prepped to be sold as well as the Ford once it is fixed

Police & Fire – Ryan Soisson: NO REPORT

Sewers & Sanitation – Bill Heaton:

- Corrective action plan meeting with DEP regarding CAP report went well

- Borough provided all necessary records and files they needed
- MS4 report must be completed every year even though we completed our MS4 project last year
- Once AQUA takes over the sanitation system in West Mayfield there are concerns of the bill becoming extremely high due to flow meter being by tunnel that infiltration goes through and AQUA is going to charge municipalities based on that
 - Could lower bill if pipes are lined, there is roughly 45,000 feet of pipe in the borough. Borough has already lined 3,953 feet of pipe and the estimated price for pipe in 2026 is \$50.00 a foot. To completely line all of the pipes in the borough it would cost \$1,957,640.00 although the borough could do a low interest loan to complete the project
 - Suggests getting company to camera all sewer lines to see where problem areas are first
- Mr. Wichryk suggests reaching out to Columbia Gas, who just scoped lines in some areas of the borough, and see if they'll share that information with us.

Finance & Litigation – Justin Wichryk: NO REPORT

Ordinance – Bob Tate: NO REPORT

Parks & Recreation – NO REPORT

President Bob Tate –

- Solicitor Budicak states he has some proposed changes to the landlord ordinance therefore he will speak with Mrs. Tina Lampus, zoning officer, and Mr. Kevin Farkas who heads CAC that's also been proposing changes to the ordinance before it is finalized.
 - Suggests changing max occupancy line considering a property owner can't be told how many people can sleep in one bedroom therefore you should not be able to tell a renter that. Mr. Kevin Farkas states he worded it more as a guideline considering the borough does not follow the International Property Maintenance Code

- Mrs. Tina Lampus says the borough will know how many people are living a property based on the paperwork filled out by the landlord that gets turned into the borough every time a new renter moves into a property
 - Suggests possibly taking out requirement for each rental property to have a written lease for each tenant due to his personal opinion
 - Suggests discussing further about “3 strikes, you’re out” rule listed in ordinance draft considering some property owners could not agree with the borough depicting when a tenant can be forced out of the property based on 3 police calls being made to a property in one year.
 - Mr. Bob Tate states he is qualified by the magistrate to perform inspections on rental properties to ensure they’re being held to boroughs standards set based on health and safety guidelines.
- Mr. Jake Tate makes a motion to give Secretary/Treasurer Jenna White a salary raise from her current salary of \$11,000 a year to \$30,000 a year retroactively from July 9th which is seconded by Mr. Justin Wichryk. Mrs. White calls for a roll call vote:
 - Mr. Bill Heaton: no
 - Mr. Bob Tate: yes
 - Mr. Justin Wichryk: yes
 - Mr. Jake Tate: yes
 - The motion passes with a 3 to 1 vote.
- Mr. Bob Tate asked Solicitor Budicak to read over proposed purchase of cell tower lease from Diamond Communications to see if they are also purchasing the property the tower is on or if it’s just the rights to the tower itself.
 - Diamond Communications currently has a ground lease with the borough regarding the tower and Diamond Communications has a right away of the property and has not stated any claim or interest in the property itself.

- Solicitor says he will email Lisa Payne from Diamond Communications to confirm contents of letter of intent regarding the purchasing of the cell tower from the borough.
- Mrs. Kathy Brewer asks if the cell tower rights are sold will Diamond Communications continue paying property taxes or will the borough begin paying them after the sale
 - Solicitor Joe Budicak states he will ensure on signed agreement Diamond Communications will be responsible for three annual tax payments
- Mr. Justin Wichryk makes a motion to approve the selling of the cell tower rights to Diamond Communications in the amount of \$400,000.00 lump sum and Diamond Communications continuing to pay the property taxes which is seconded by Mr. Jake Tate.
 - Mrs. White calls for a roll call vote which was as follows:
 - Mr. Bob Tate: yes
 - Mr. Bill Heaton: yes
 - Mr. Justin Wichryk: yes
 - Mr. Jake Tate: yes

Mayor Licia Cogley –

- West Mayfield will be having Trick-Or-Treat on Thursday October 30th, 2025
 - Will check with BFPD and BFFD for patrolling of borough on that night

New Business

Streets, Lighting & Bridges – Jacob Tate: NO REPORT

Police & Fire – Ryan Soisson:

- Mrs. White reads BFFD report on Mr. Soisson's behalf
 - 9 service calls
 - average response time is 6 minutes from dispatch to arrival

- average response time from dispatch to enroute was 2 minutes
- 311.5 of training

Sewers & Sanitation – Bill Heaton: NO REPORT

Finance & Litigation – Justin Wichryk:

- Suggests with surplus monies to propose idea of modernizing financial policies such as how the borough invests, what we do with surplus, budget variants, policy, a debt management policy, financial transparency policy which will basically ensure responsible use of tax dollars, borough code and ACT 10. This will prepare borough for audits, grants and infrastructure. Will work on putting all policies in place for October meeting.
- Ensuring there's council oversight and approval on executing and reporting what the borough is spending considering current financial situation council has an opportunity to potentially help the borough for foreseeable future.
- Mr. Bob Tate states First National Bank, where all borough funds are held, is going to be reaching out with investment options for short and long-term investments for the borough.
- Mr. Wichryk states he has a contact at PNC Bank with investment options for short and long-term investments for the borough.

Ordinance: NO REPORT

Parks & Recreation:

- Mrs. White states since she is taking over the paperwork part of parks and recreation, she will be giving update regarding how many times the park shelters are rented each month
- 2 new park shelter rentals

President Bob Tate:

- Mr. Bill Heaton makes a motion to accept Candice Frantz resignation of council which is seconded by Mr. Jake Tate.

Solicitor Joe Budicak: NO REPORT

Mayor Licia Cogley:

- Mrs. Nora Soos asks for permission to change lock and dead bolt on shelter 1 storage to keep all borough belongings, which is accepted.
- Mr. Jake Tate asks if anyone is opposed to West Mayfield Youth Baseball placing a small shed near Field 3 for storage, which is accepted.
- Mayor Cogley asks for fence update at the baseball field at park
 - o Mr. Bob Tate sent information to fence company stating we'd like fence fixed as soon as possible and confirmed funds were made available from borough's insurance company to move forward
 - o Asks if borough worker Brian McNeely could remove centennial banners from fence before company fixes it, which is approved.

Mr. Jake Tate makes a motion to pay the bills and ratify all purchases made by committees which is seconded by Mr. Bill Heaton and the motion passes without objection.

Mr. Bob Tate states the meeting is adjourned at 7:48PM.

Respectfully submitted,

Jenna White

Borough Secretary

West Mayfield Borough Work Session Meeting Minutes

4609 W 8th Ave Beaver Falls PA 15010

October 1, 2025

Call to Order:

Meeting called to order at 6pm followed by the pledge of allegiance.

Roll Call:

There was an insufficient number of council members present to conduct a public business meeting; therefore, no public business was conducted at this meeting. Due to a lack of quorum, the meeting was adjourned at 6:15PM.

Respectfully submitted,

Jenna White

Borough Secretary

West Mayfield Borough Regular Meeting Minutes

4609 W 8th Ave Beaver Falls PA 15010

October 8th, 2025

President Bob Tate called the meeting to order at 6pm followed by the pledge of allegiance.

Roll Call:

Mayor: Licia Cogley – Secretary/Treasurer: Jenna White – Solicitor: Joe Budicak

Council President: Bob Tate – Vice President: Bill Heaton

Council Members: Jacob Tate (absent, excused) – Ryan Soisson (absent, excused) – Justin Wichryk – John McAdoo

Approval of Minutes and Agenda Review

- Reviewed and approved minutes for July (amended), August, and September.
- Removed permit fee resolution from agenda.
- Confirmed all other agenda items remain unchanged.

Officer Reports

- General fund balance as of September 30, 2025: \$1,113,208.93
- Liquid fuel fund as of September 30,2025: \$103,037.16
- Water and sewer fund as of September 30,2025: \$115,942.18
- Restricted Aqua funds as of September 30,2025: \$181,033.43
- Beaver Falls Police handled 32 calls which were all cleared and all closed
- Beaver Falls Fire department had 6 incidents, \$1,000 fire loss, 378 training hours

Council Appointments and Vacancy Process

- Received letter of intent from Kevin Farkas to fill borough council vacancy until January 6, 2026.
- Mayor Licia Cogley appointed Kevin Farkas to council

- Mrs. White reads a letter of intent sent in by Mr. Kevin Farkas to join council. Mr. Justin Wichryk makes a motion to accept Mr. Farkas's letter of intent which is seconded by Mr. Bill Heaton. A roll call vote went as follows:
 - Mr. Bill Heaton: yes
 - Mr. Bob Tate: yes
 - Mr. Justin Wichryk: yes
 - Mr. John McAdoo: yes
 - The motion passes unanimously,
- Kevin Farkas meets all qualifications and his current role as website administrator is not a conflict of interest.
- Currently one council vacancy; additional vacancy expected within two months.

Municipal Website Administration Agreement Discussion

- Municipal website administration agreement reviewed which outlines admin duties and responsibilities.
- Concerns raised about borough liability for technical costs
 - Mr. Justin Wichryk suggests adding line stating approval is needed after certain dollar amount if technical costs exceed the dollar amount decided and agreed upon by council
- Tabled agreement for further discussion at workshop meeting.

Stamp Program, Audit, and Financial Procedures

- DCED requested virtual meeting on Tuesday, October 21st at 5PM to discuss borough participation in STMPP Program
 - Citizens 100% endorse participation in the STMPP program.
 - Mr. John McAdoo makes a motion to adopt the resolution of commitment to the STMPP program which is seconded by Mr. Kevin Farkas. The motion passed unanimously.
- JMA changed name to Butler, Agnew, and Associates and are also looking for re-signing to complete the real estate tax audit

- Tabled for next meeting pending resolution to assign Butler, Agnew and Associates as independent auditors for borough audit and real estate tax audit

Zoning & Code Enforcement

- Issue with boat parked on trailer in a yard in the borough, the boat has expired tags
- Code prohibits parking vehicles in yards; debate if boat qualifies as vehicle which Solicitor Joe Budicak confirms it is considered a vehicle because it's on wheels and easily moveable.

Permit Fees

- Mr. Bob Tate states permit fees previously undercharged which have now been corrected, resulting in increased revenue for the borough

Emergency Management and Hazard Mitigation Plan

- Plan adoption required for future mitigation grant funding.
- Mr. Justin Wichryk makes a motion to approve the proposed resolution stating the borough will adopt the current Beaver County All-Hazard Mitigation Plan as an official plan which is seconded by Mr. John McAdoo. The motion passes without objection.
- Mr. Kevin Farkas asks if updated 2025 Emergency Operations Plan (EOP) will be approved by December meeting, which is confirmed by Mr. Eli Kosanovich that he will send email containing plan to all members of council to be reviewed prior to that meeting.
- Mr. Eli Kosanovich requests Mrs. White sends him copy of signed resolution to take to courthouse.

Fire Relief Fund and Reimbursement Approvals

- Received \$6,508.22 from Volunteer Fire Relief Association for 2024.
- Funds originate from insurance companies, routed through municipality, then sent to Beaver Falls Volunteer Fire Department Relief Association.
- Funds are separate from contractual payments, not additional to base service cost.
- Funds must be used for specific purposes by the relief association.
- Amount is entered into budget as both revenue and expenditure.

- Mrs. White will write check to BFFD for \$6,508.22

Council Compensation and Election Procedures

- Request to publish list of interested council candidates for voter information, Mr. Kevin Farkas will post a general post on the official borough Facebook page and website encouraging interested citizens to participate in council elections and explaining the write-in process.
- Ms. Kathy Brewer raises concern about council members being paid despite repeated absences
 - Mr. Kevin Farkas states there was previous discussion about this issue that Solicitor Joe Budicak offered to draft an ordinance to change the current standing ordinance from council members being paid per meeting to being paid per month that was never followed through with.

Property Maintenance Ordinance Review and Adoption Process

- Ordinance draft closely follows previous version; minor changes made. Ordinance tabled for further review and possible vote at next work session.
- Code enforcement officer granted discretion for inspections; checklist approach considered for properties based on Mr. Bob Tate, code enforcement officer's knowledge and discretion

Cell Tower Sale Offer

- Diamond Communications increased tower purchase offer to \$425,000, covering all transfer taxes.
- Mr. Bill Heaton makes a motion to approve signing a letter of intent (not final agreement) for the \$425,000 offer from Diamond Communications which is seconded by Mr. Justin Wichryk. The motion passed unanimously.

Park Fence Damage Repair

- Insurance check received for park fence repair; deductible is \$250; Pro Fence to complete work in 4-5 weeks according to Pro Fence.

Garbage Contract Renewal, Survey Results, and Bid Preparation

- Discussed garbage contract bid specifications are needed
- Next step: develop contract specifications and put out to bid; use previous bid as template if possible.

- Committee responsible for specs has not yet delivered; need to finalize requirements.

Leaf Collection

- Decided borough worker will be on call for leaf pickup prior to actual start date of November 1, 2025.

Sewer Camera System Purchase: Options, Bids, and Funding

- Sewer line camera inspection bids reviewed: contractor cost up to \$262,000; self-purchase options range \$27,900–\$58,500.
- Insight Vision bid: IRIS mainline crawler with attachments is \$54,613.00
- EnviroSight bid: \$58,500.00 for entire system
- MPE Gemini crawler bid: \$27,900, includes 500-foot range, backup camera, Sondi unit, two-year warranty, and free software valued at \$2,995.00

Paving Bids, Funding, and Council Approval

- Received only 2 paving bids (Wright Asphalt and Youngblood Paving)
- Wright Asphalt Bid options included 3 schedules: Option 1 (\$28,894.93), Option 2 (\$31,333.00), Option 3 (\$8,749.00); total Wright Asphalt bid: \$68,977.95.
- Youngblood bid: Option 1 (\$42,270), Option 2 (\$46,235), Option 3 (\$20,000). Total Youngblood Paving bid (\$108,505.00)
- Mr. Justin Wichryk makes a motion to approve the bid from Wright Asphalt in the amount of \$68,977.95 for the 2025 paving project which will be paid completely by liquid fuels fund which is seconded by Mr. Bob Tate. The motion passed unanimously.

Budget Meeting Scheduling and Financial Review Preparation

- Budget meeting scheduled for October 29th at 6:00 PM.
- Budget documents and audit data to be shared via email for review before meeting.
- Quorum required for official budget meeting decisions.
- Council asked to review budget lines and actual expenditures in advance.

Mr. John McAdoo makes a motion to pay the bills and the ratification of all purchases made by committees which is seconded by Mr. Justin Wichryk. The motion passed unanimously.

Mr. Bob Tate states the meeting is adjourned at 7:48PM.

Respectfully submitted,

Jenna White

Borough Secretary

West Mayfield Borough Regular Special Meeting Minutes
4609 W 8th Ave Beaver Falls PA 15010
October 29, 2025

Call to Order:

President Bob Tate called the meeting to order at 6pm followed by the pledge of allegiance.

Roll Call:

Mayor: Licia Cogley – Secretary/Treasurer: Jenna White (appeared telephonically)

Council President: Bob Tate – Vice President: Bill Heaton

Council Members: Jacob Tate – Justin Wichryk – Kevin Farkas

Business:

Council discussed and deliberated over the 2026 proposed budget. Council agreed to continue the process at the November 5, 2025 Council Work Session.

Adjournment:

President Tate adjourns the meeting, without objection, at 9:26PM.

Respectfully submitted,

Kevin Farkas

Acting recording secretary

West Mayfield Borough Work Session Meeting Minutes

4609 W 8th Ave Beaver Falls PA 15010

November 5, 2025

Call to Order:

Meeting called to order at 6pm followed by the pledge of allegiance.

Roll Call:

There was an insufficient number of council members present to conduct a public business meeting; therefore, no public business was conducted at this meeting. Due to a lack of quorum, the meeting was adjourned at 6:15PM.

Respectfully submitted,

Kevin Farkas
Acting Recording Secretary
Municipal Website Admin

West Mayfield Borough Regular Meeting Minutes

4609 W 8th Ave Beaver Falls PA 15010

November 12th, 2025

President Bob Tate called the meeting to order at 6pm followed by the pledge of allegiance.

Roll Call:

Mayor: Licia Cogley – Secretary/Treasurer: Jenna White – Solicitor: Joe Budicak

Council President: Bob Tate – Vice President: Bill Heaton

Council Members: Jacob Tate – Justin Wichryk – John McAdoo – Kevin Farkas

Changes to Agenda

- Council will enter executive session after meeting to discuss potential hiring of public works employee
- Under old business: solicitor discussion on pending agreement between borough and Diamond Towers
- Under new business: Mr. Bill Heaton needs a motion to purchase a sewer camera
- Under president: motion to accept council member Ryan Soisson's resignation and motion to approve rental property licensing ordinance
- Under correspondence: Ryan Soisson's resignation letter from council

Correspondence

- Resignation letter from council member Ryan Soisson
- Mr. Jake Tate makes a motion to accept council member Ryan Soisson's resignation which is seconded by Mr. John McAdoo and the motion passed unanimously

Citizens Comments

- Tom Orłowski: presents his resume to be considered for public works position

Strategic Financial Review: Revenues, Expenditures, and Deficits

- University of Pittsburgh partnered with Pennsylvania Department of Community and Economic development for municipal strategic management and planning.
- Analysis focused on West Mayfield Borough's financial condition and trend (2020–2024), removing one-time revenues and expenditures for accuracy.
- Total revenues increased by 2.9% (\$402,128 to \$448,995), but expenditures grew by 5.8%, resulting in a cumulative deficit of \$252,633 by 2024.
- After inflation adjustment, core revenues declined by 6.1%; net operating revenue per capita dropped from \$337 to \$316.
- Major revenue sources (real estate and earned income tax) showed nominal growth but real value declines; liquid fuels revenue fell by 21.56% (inflation-adjusted).

Projections, Recommendations, and Policy Development

- Expenditures increased by \$103,000 (5.8% annually) from 2020–2024; revenue grew 2.9% annually.
- Adjusting for abnormal stormwater costs, expenditure growth was 1.2% annually, below revenue growth.
- Per capita expenditures rose from \$372 (2020) to \$386 (2024), a 3.8% increase.
- Largest expenditure categories: public works (56.2% in 2020), police (14.2%), general government (12.8%).
- Unreserved fund balance declined from \$700,000 (2020) to \$540,000 (2024); projected deficits continue through 2029.

- Projected revenue growth: 1.8% annually; projected expenditure growth: 2.1% annually (2025–2029).
- Sewer fund ran surpluses, but volume decreased from \$21,000 (2020) to \$3,000 (2024).

Council Q&A, Community Comparison, and Management

- Review Planning
- Recommend continued development of financial policies and standards, including management of unreserved fund balance.
- Elimination of operating deficits is critical; borough had deficits in each of the past 5 years, totaling \$273,000.
- Projected additional deficit of \$73,000–\$75,000 will bring total overspending to \$327,000 if unaddressed.
- A 0.3 mill real estate tax increase would generate \$23,000/year, eliminating projected deficits; new rate (3.05 mills) remains below neighboring average (3.6 mills).
- Unreserved fund balance should be used for long-term investments, not to cover recurring operating deficits; maintaining a surplus is advised.

Operational Updates: Public Works, Code Enforcement, Emergency Management

- Truck repair completed; truck operational.
- Park winterized and closed for rentals.
- Paving scheduled for 24th-25th, weather permitting.
- LED streetlight installation ongoing; most completed.
- Garbage contract bids to be solicited from multiple companies with options for unlimited or cart-based service.

Council Actions: Budget, Ordinances, Purchases, and Resolutions

- Approved sale of perpetual easement for tower site for \$425,000; includes state/local transfer tax of 2% unless exempt as public utility.
 - o Easement allows grantee exclusive use for telecommunications; borough cannot lease to competitors within 10-mile radius.
 - o Grantee may terminate agreement with 60 days notice; borough only repays funds if in default.
- Sewer camera proposed purchase for \$22,995; includes mapping and measurement features, locator to be purchased separately.
 - o Mr. Bill Heaton makes a motion to purchase the sewer camera for \$22,995.00 from MPE Equipment and supplies, which is seconded by Jake Tate. Mrs. White calls for a roll call vote which passes unanimously and the motion passes.
- 2026 proposed budget approved; \$27,165 deficit to be covered by investment interest and surpluses; minimum fund balances established.
- Council and mayor raise proposed for the first time in 30 years (\$50/month, 50% increase), tabled for next meeting
- Rental property licensing ordinance must be readvertised which Solicitor Joe Budicak states he will do on behalf of the borough
- Independent auditor appointed for 2025; audit scope clarified to borough finances only.
- Mr. Kevin Farkas asks for a motion to approve a resolution establishing council's procedure for proposing, amending or repealing municipal ordinances
 - o The motion is made by Mr. Jake Tate and is seconded by Mr. Justin Wichryk and the motion passed unanimously.
- Mr. Kevin Farkas asks for a motion to appoint Butler, Agnew & Associates as independent auditor to make an independent examination of the accounting records of the borough for the year 2025
 - o The motion is made by Mr. Jake Tate and seconded by Mr. John McAdoo and the motion passed unanimously

- Mr. Kevin Farkas asks for a motion to approve a resolution approving interfund transfers in the 2026 municipal budget and setting goals for minimum balances of municipal funds
 - o The motion is made by Mr. Jake Tate and is seconded by Mr. Justin Wichryk and the motion passed unanimously
- Mr. John McAdoo makes a motion to accept the 2026 Proposed Budget which is seconded by Mr. Jake Tate and the motion passed unanimously
- Parking in alleys discussed; enforcement requires signage, cannot obstruct vehicle passage per ordinance.

Executive Session

- The meeting went into executive session at 8:16PM to discuss hiring a public works employee
- The meeting went back into regular session
 - o Mr. Jake Tate makes the motion to bring Mr. Gerald Knowlton back as a public works employee for the borough on a 90-day probation, no posting on social media regarding anything borough related, Mr. Brian McNeely is to report any issues directly to Mr. Jake Tate, with his wage remaining at \$17.50 an hour for a 40-hour work week. The motion is seconded by Mr. Bill Heaton and the motion passed unanimously

Christmas Bonuses and Gift Cards for Council Members

- Mr. Justin Wichryk makes a motion to purchase gift cards in the amount of \$50.00 for each council member, tax collector, emergency management operator, solicitor and the mayor totaling \$500.00 and \$100.00 bonus checks to all borough employees totaling \$300.00 which passes unanimously

Mr. Bob Tate states the meeting is adjourned at 8:48PM.

Respectfully submitted,

Jenna White

Borough Secretary

MEETING MINUTES
Borough of West Mayfield
Council Work Session Meeting December 3, 2025

1. Call to Order & Pledge of Allegiance

President Bob Tate called the meeting to order at 6pm, followed by the pledge of allegiance.

2. Roll Call

Councilmembers: Bob Tate, Jacob Tate, Justin Wichryk, Kevin Farkas

Mayor: Licia Cogley

Secretary/Treasurer: Jenna White

3. Review & Approval of Agenda

- Approved

4. Citizens Comments

- None

5. Department/Committee Discussions

No agency business was conducted (ie, deliberations or votes taken) on any of the following topics.

General Administration

- Status update: Year-end obligations - We still have several year-end obligations such as reports and action deadlines that are listed on the municipal planner.
- FYI: Enrollment in the Pa General Services Federal Surplus Property Program – We must enroll in this program to take advantage of cost-savings on surplus materiel offered by the state.
- Discussion: On-boarding & Off-boarding Councilmembers – an HR policy would be a good idea to keep track of new and exiting officials.
- Status update: Re-advertising Rental Property Ordinance – the ordinance has been advertised.

Culture & Recreation

- Discussion: Firetruck Santa (Council support) – mayor's advisement on how much money for candy.

- Discussion: Holiday Party (Council support) – mayor’s advisement on how much money for party.
- Discussion: WMYB Annual Status Meeting and WMYB Concession Accountability Reporting – we need to stay on top of contract terms and conditions.

Budget & Finance

- Status update: Diamond Cell Tower Agreement – solicitor has agreement under review
- Bid Opening: Submitted Bids for Refuse Contract (Aiken Refuse, Waste Management, Valley Waste, County Hauling), summation of bids, commentary by bidders
- Discussion: Fixed Asset List policy – we need to follow through on this recommendation from Independent Auditors.
- Discussion: End-of-Term Contract Expiration policy – we need to create a policy so that we can better prepare for contracts that are ending.
- Discussion: Investment of Surplus Funds policy – we need to create a policy to sweep funds into our investment account to leverage capital gains
- Discussion: 2026 Police contract expenditure – no information yet about cost of final year of contract
- Discussion: 2026 Municipal Budget – investment interest revenue in 2026 should erase projected budget inflow/outflow deficit)
- Discussion: Enforcement of contract terms and conditions – we need to do a better job of awareness of municipal contract terms and conditions.

Government

- Status update: Rental Property Ordinance – solicitor has final ordinance completed
- FYI: 24 Hour Agenda Rule (new Pa Supreme Court Ruling)

Public Safety

- Presentation: EMC Kosanovich on the 2025 Emergency Operations Plan

Public Works

- Status update: 2025 Road Paving Issues: Wright Paving – project is nearing completion

6. Adjourn

President Bob Tate adjourned the meeting at 8:40pm.

Respectfully submitted,

Kevin Farkas
Acting Recording Secretary
Municipal Website Admin

West Mayfield Borough Regular Meeting Minutes

4609 W 8th Ave Beaver Falls PA 15010

December 10th, 2025

President Bob Tate called the meeting to order at 6pm followed by the pledge of allegiance.

Roll Call:

Mayor: Licia Cogley – Secretary/Treasurer: Jenna White – Solicitor: Joe Budicak

Council President: Bob Tate – Vice President: Bill Heaton (absent – excused)

Council Members: Jacob Tate – Justin Wichryk – John McAdoo – Kevin Farkas

Secretary/Treasurer Report

- General Fund Balance as of 11/30/2025: \$1,072,192.14
- Liquid Fuel Fund Balance as of 11/30/2025: \$103,078.75
- PLGIT balance as of 11/30/2025: \$4,113.70
- PLGIT Capital Purchase Fund as of 11/30/2025: \$1,842.15
- Water & Sewer Fund as of 11/30/2025: \$116,014.37
- Emergency Management Fund as of 11/30/2025: \$12,886.33
- Aqua Money Fund: \$181,106.50
- Police & Fire Report: 39 calls closed and cleared
- Fire Department Report: 11 total incidents, 828 training hours
- Mr. Jake Tate makes a motion to approve officer's reports which is seconded by Mr. John McAdoo and the motion passed unanimously.

Citizen's Comments

- Al Pasquarelli (Waste Management Representative) speaks on behalf of Waste Management to explain bid proposal specifications
- Scott McGee (President of West Mayfield Youth Baseball) speaks on behalf of WMYB and gives year end report

Adoption of Rental Ordinance and Policy Resolutions

- Council adopted ordinance requiring licensing and occupancy permits for all rental units.
- Ordinance was advertised twice as needed.
- Council members unanimously approved the ordinance by motion.

Budget Approval and Audit Authorization

- Authorized Butler Agnew and Associates to audit West Mayfield borough real estate tax statements for years ending December 31, 2024 and 2025.
- Audits required for tax collector's office; previous audits conducted except for 2024, which was missed.
- Engagement consistent with prior years; estimated cost approximately \$1,900 per audit.
- Motion approved to proceed with both 2024 and 2025 audits as per engagement letter.

Garbage Collection Contract Award and Discussion

- Approved Waste Management of Pennsylvania bid for 2026–2028 garbage and refuse collection.
- Selected unlimited service with optional e-waste pickup based on committee review and public survey.
- Current monthly fee: \$24; new contract starts at \$23.34/month, rising to \$25.74 by year three.
- Final year cost is \$1.74 higher than current rate through Aiken Refuse.
- Motion passed to accept Waste Management's bid for 2026-2028 garbage and refuse collection without objection.

Road Repairs and Payment Process

- Roads project completed; minor thin area found on Boden St.
- Bond in place for 2 years covers repairs if issues arise after winter.
- Final cost approximately \$2,000 over initial estimate due to unforeseen work (e.g., driveway aprons).
- Payment process for contractor needs clarification.

Emergency Motion for Truck Tire Purchase

- Emergency motion proposed to appropriate \$800 for four truck tires.
- Funds confirmed available in current budget.
- Tires are brand new and include rims; compatible with truck.
- Purchase considered urgent due to snow conditions.
- Motion to purchase truck tires passes unanimously

Mr. Jake Tate makes a motion to pay bills and ratify committee purchases which is seconded by Mr. Kevin Farkas and the motion passes unanimously.

Mr. Bob Tate states the meeting is adjourned at 7:02PM.

Respectfully submitted,

Jenna White

Borough Secretary